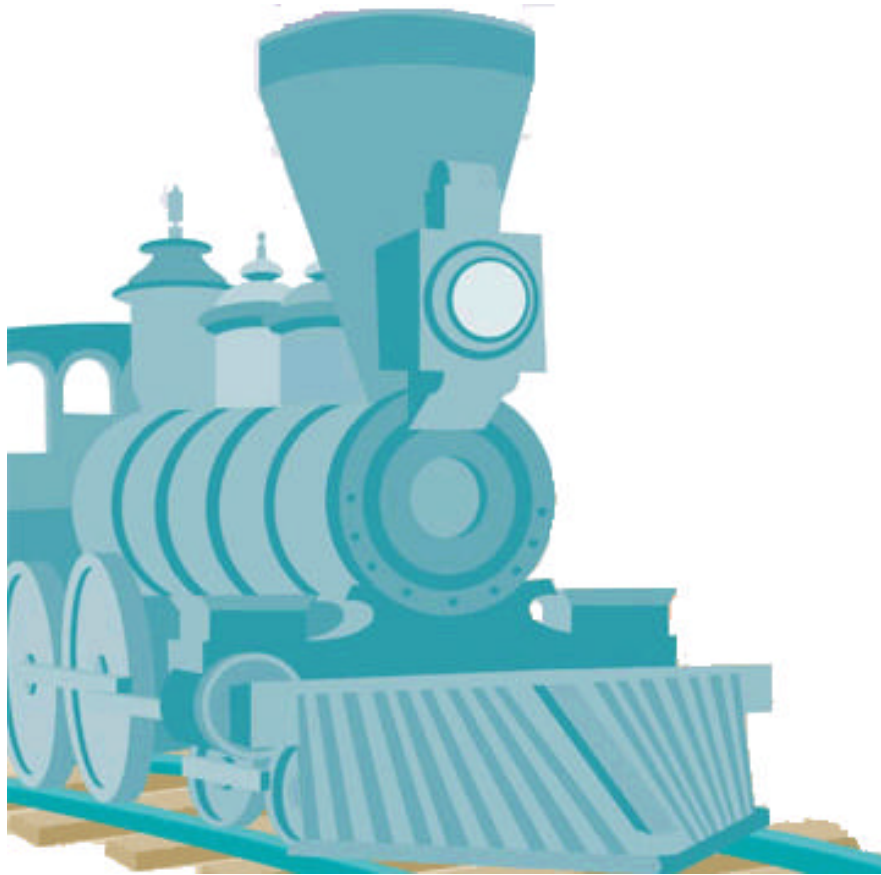


# ***DTS-Limited***



## **Defense Travel System - Limited DTA Users Guide**

**Prepared by the  
Project Management Office (PMO) -  
Defense Travel System**

**Version 1.1  
16 May 2000**

# ***Foreward***

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Welcome to the DTS-Limited Defense Travel Administration (DTA) Users Guide! This guide will provide you with information that will assist you in establishing your DTS-Limited structure. The intent of this guide is to provide you with a step by step streamlined process for developing your hierarchy for DTS-Limited. Information in this guide provides only one of several approaches available for creating a DTA structure.

When reading through Part I, it is recommended you complete the provided worksheets so that when you get to Part III you will have all the necessary information in the correct order to input into the system.

Part I of the DTS-Limited DTA Users Guide walks you through establishing your DTS-Limited hierarchy on paper prior to the loading of the DTS-Limited software.

Part II provides instructions for your System Administrator to load the DTS-Limited software, followed by the input of your Main Organization, Lead DTA and Main Group into DTS-Limited.

Part III of the DTS-Limited DTA Users Guide provides instructions to load the data as established in Part I.

**Now you're on your way!**

Comments on this guide should be submitted to the Project Management Office at [pmodts@osd.pentagon.mil](mailto:pmodts@osd.pentagon.mil)

Updates to this guide may be found on the DTS-Limited website at [www.dtic.mil/travelink](http://www.dtic.mil/travelink)

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# Part I: Establish DTS-Limited Structure

These instructions are provided as a guide to assist your organization in using DTS-Limited. Before you load the DTS-Limited Software, complete Part I by filling out the detailed worksheets found at the back of this guide as you read through the instructions outlined below. The worksheets serve as building blocks to enable you to efficiently load your structure into the DTS-Limited software. When you have completed Part I, you will have visually constructed an organization that resembles the following:

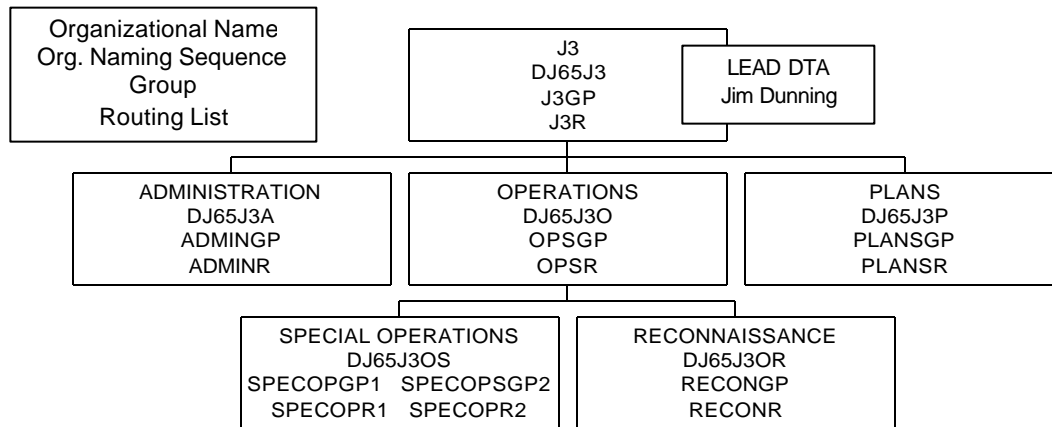


Figure 1

It is highly recommended that you use the Example Master Worksheet to create your own Master Worksheet as you complete the worksheets in Part I. It is recommended that you use a blank sheet of A-frame/chart paper and, for ease of identification, several different colored pens to complete your Master Worksheet.

Below is the DTS-Limited Logical Flow Process that will be followed in this guide, assisting in the development of your infrastructure. Detailed instructions for each part of the process begin on page 4.

## DTS-LIMITED LOGICAL FLOW PROCESS

### ❶ Establish Organizations/Sub-organizations

- Identify/create hierarchical organizations
- Attach naming sequence to organizations

### ❷ Set Up Groups

- Establish groups and assign organizations to each group

### ❸ Establish Routing List Names for each Group of Travelers

- Create routing lists for each group of travelers

### ❹ Establish Traveler Information and Permission Levels for the DTA personnel, Certifying Officials (CO) and Authorizing Officials (AO)

- Assign organizational membership
- Assign organizational access, group access and membership, and permission level in User Table
- Manually input/ maintain traveler information
- Assign routing lists to the CO/AO

### ❺ Establish Traveler Information for the Travelers

- Assign organizational membership and routing lists
- Assign group membership in Group Table
- Manually add Traveler information as necessary

### ❻ Establish Conditional Routing Lists

- Create conditional routing lists (optional)

### ❼ Set Up Lines of Accounting

- Add lines of accounting via a PMO Access Utility Program
- Assign organizations to accounting codes
- Manually add lines of accounting

### ❽ Establish Budgets

## 1. ESTABLISH ORGANIZATIONS

- a. To initiate DTS-Limited, commanders should identify and appoint in writing a **LEAD DTA** – this individual has primary responsibility for the installation or agency's temporary duty travel program.
- b. Design a structure that supports the installation/agency population based on specific organizational needs and requirements (i.e. finance, administration, transportation office, information technology and security). Smaller organizations will most likely require fewer personnel, but may need the same infrastructure as larger organizations. A small number of key individuals will normally manage an organization's travel program.
- c. Identify organizational structure with a logical attachment of budgets, missions, personnel, and leadership affiliation. This procedure is a very important step in developing the DTA at an installation and deserves the attention of the entire DTA and organizational leadership. An organizational chart is a recommended method of mapping this function. By incorporating all sub-organizations, their missions and population into a chart, you can gain an appreciation for density of travelers and proposed workloads.

Example:

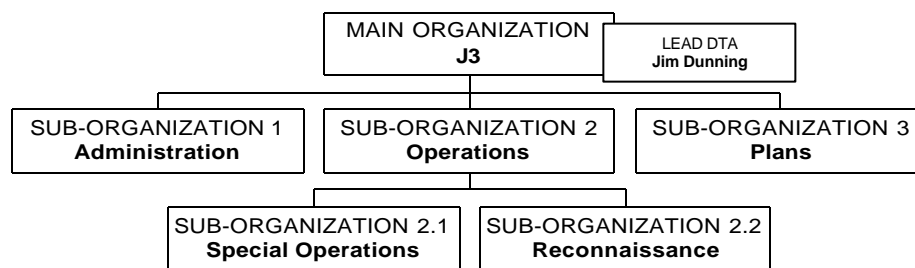


Figure 2

**NOTE: Using a numbering sequence (e.g. 1, 1.1, 1.2, etc.) may help facilitate mapping your organizational structure.**

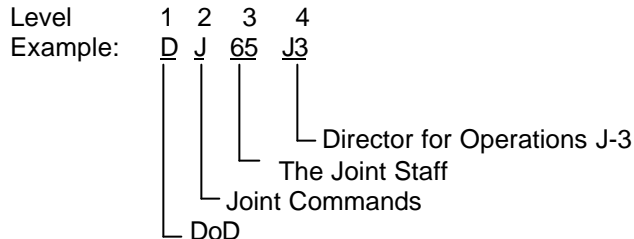
- d. Organizational structure will normally be predetermined by the Service or Agency mission. The organizational structure will contain one organization name (main organization) and, as required, multiple sub-organizations (sub-organization 1, sub-organization 2, etc.). The main organization and each sub-organization should be labeled with a clear text name, e.g. J3.
- e. There are no hard and fast rules regarding the setup of your organizational structure under DTS-Limited. The number of sub-organizations on any given level should meet your needs since there is no limit to the number of sub-organizations.

**Utilizing the enclosed DTA Worksheet (1) as an example, establish your organization and sub-organizations on paper. You should use clear text names. If you need more space, design your own worksheet to meet your organization's needs. Also, begin your Master Worksheet at this time.**

- f. Additionally, DTS-Limited uses a standard *Organizational Naming Sequence*, which converts a clear text name into a name that DTS-Limited can recognize and use. Use the *Organizational Naming Sequence* reference (Appendix A), or contact your Service or Agency representative for assistance. The following table is an extract from the *Organizational Naming Sequence* reference.

Level	Position	Title	Values
1	1	Federal Agency	D = DoD
2	1	Component	A = Army; F = USAF; M = USMC; N = USN; D = Defense Agency; J = Joint Commands
3	Service Specific	MAJCOM, MACOM, Major Claimant, Defense Agency Bureau Code, Unified/Combined Command	See Appendix A
4+	Service Specific	Normal office symbol, mail code, etc.	See Appendix A

Figure 3



Example:

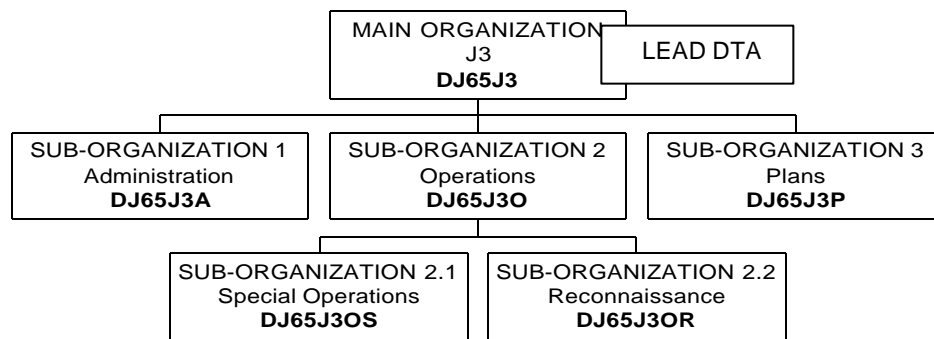


Figure 4

Go to **Worksheet (2)** and, using **Appendix A**, enter the naming sequence for your main organization and all sub-organizations developed in **Worksheet (1)**. In DTS-Limited, sub-organizations must begin with the naming sequence of the main organization plus a unique extension (see **Figure 4**) because DTS-Limited uses a hierarchical character sequence. The unique extensions may be either numeric or alphanumeric characters. Enter the names on your Master Worksheet using a different colored pen.

## 2. SET UP GROUPS

- Setting Up Groups.** A group is generally composed of travelers who have something in common, the same project, department, or administrative support person. Groups can exist within any level of the organizational structure, e.g. the main organization or within any sub-organization. It is highly recommended that you create a MAIN GROUP, associated with the main organization, in which everyone is listed. A Main Group will enable the DTA to access, view and edit all travelers' information. It will allow the DTA to move a traveler from one sub-organization to another. Other groups are formed to allow authorized individuals access to specific travelers and possibly to act as a Government entity in creating travel requests for individuals. (A Government entity is a government person who performs DTS-Limited functions on behalf of traveler(s).) Considerations in setting up your groups include the number of travelers, frequency of travel, and type of travel required for the mission. One sub-organization may only need one group of travelers, while another sub-organization may require multiple groups of travelers. In most organizations, a limited number of people account for a majority of the temporary duty travel. For example, an office of sixty personnel has twenty individuals who perform most of the office's temporary duty travel. The DTA may choose to designate two groups to this sub-organization, one with twenty travelers and the other with the remaining forty members. Another sub-

organization may choose to have only one group. The number of travelers within each group may be as large or small as the DTA feels adequate for management purposes.

Example:

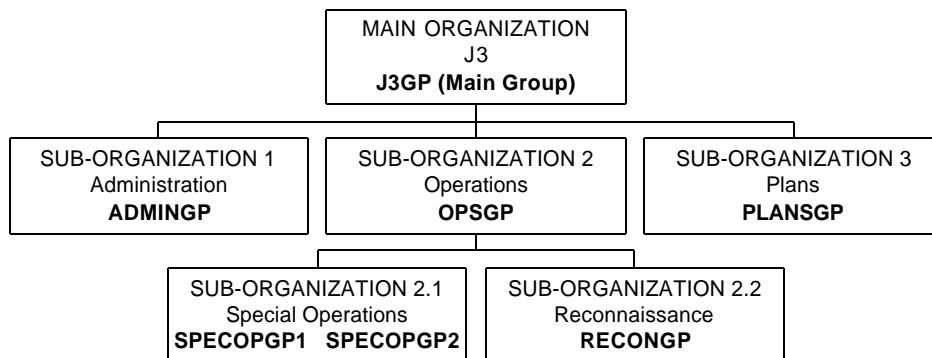


Figure 5

Note that in Figure 5 the Reconnaissance sub-organization has 1 group (denoted by the suffix GP) while the Special Operations sub-organization has 2 groups. Groups may also be set up in a hierarchical naming sequence similar to the Organizational Naming Sequence.

- b. When establishing Groups, determine the **Certifying Official (CO)** and the **Authorizing Official (AO)** for each group. Note that the CO and AO do not necessarily have to be members of the group they are the CO and AO for, they just need access to the group. Because everyone can belong to the main group, the system allows the routing of documents to any CO or AO. In DTS-Limited, the CO and AO can be the same individual, for example the traveler's supervisor. *These individuals may be the same individuals who currently oversee your travel authorizations and vouchers and hold the same pecuniary liability.*
- c. In each group of travelers, an AO must be assigned the responsibility for reviewing and approving travel. The AO must be the individual responsible for sending the traveler on temporary duty travel, and have oversight of the travel budget.
- d. In each group of travelers, there must be a CO to certify claims for payment. As stated above, the AO and the CO may be the same person.
- e. Depending on the size of the group, more than one AO may need to be assigned the same responsibility for reviewing and approving authorizations and vouchers. In these instances, there must be a clear delineation of which AO has ultimate responsibility for the budget and directs the other CO/AOs on management of their budget.
- f. All CO/AOs must be appointed in writing as an accountable official and may be pecuniarily liable for the funds they obligate in cases of impropriety. An example letter for appointing accountable officials appears in the Project Management Office's Finance Guide.
- g. The purpose of designing the infrastructure of the organization and associating groups at each level is to facilitate the assignment of all travelers to a specific group and ensure the visibility of their travel transactions to the appropriate CO/AO. There is also a direct interface with a CO/AO that has intimate knowledge of the traveler's mission and the group's travel expenditures.

**Use DTA Worksheet (3) as an example or design your own worksheet to list groups. Complete the first two columns of Worksheet (3) and enter the Certifying Officials and Authorizing Officials in the "Signature Name" column at this time. Enter a new group after every shaded row in Worksheet (3). On your Master Worksheet, enter the group names using a different colored pen. Do not complete the other columns at this time.**

### 3. ESTABLISH ROUTING LIST NAMES FOR EACH GROUP OF TRAVELERS

- a. Once you have established your organizations, sub-organizations, and groups, continue building your DTS-Limited infrastructure by establishing routing lists for each group of travelers. Document routing is designed to facilitate the electronic review of documents. Signed documents prepared in the DTS-Limited system are automatically transmitted to another DTS-Limited user based on the Routing List. In this section, you will build a routing list that will enable you to associate individual travelers with a particular order of document routing.

Example:

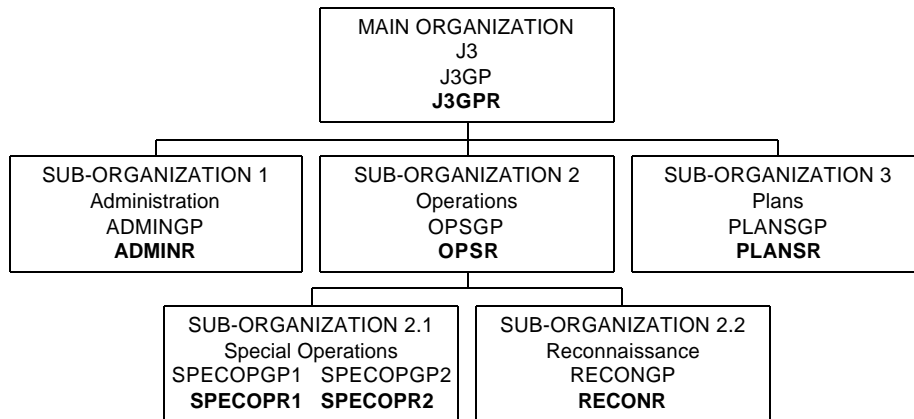


Figure 6

Routing lists in Figure 6 are denoted by the suffix R.

- b. Routing lists are normally associated with groups. Groups will usually have one routing list, however DTS-Limited will allow any number of routing lists. One instance where a group may need more than one routing list is for the routing of an AO's documents. In determining your routing lists, consider the number of travelers and frequency of travel. Note also that a group may not require a routing list, e.g., the Main Group.
- c. There are three types of documents in DTS-Limited: authorizations (commonly known as travel orders); vouchers (travel vouchers); and local vouchers. DTS-Limited has the capability to print authorizations on DD Form 1610, vouchers on DD Form 1352-1, and local vouchers on Standard Form 1164. A routing list must be established for each type of document used. The routing may be the same for all three types, however, the data input into the system must be made for each type.
- d. Document status codes are used in routing lists to designate various document-processing actions. For example, "Certified" is used to indicate that funds are available for travel prior to approval. "Approved" is used in routing lists to signify that an authorizing official has approved the travel or travel expense. If the CO and AO are the same person, the document status code "Approved" would be selected for the entry.
- e. The following tables give examples of several different routing lists. This table shows a group, ADMINGP, in which the AO and CO are the same person. Note that documents shown in this table are only routed to Tony Riddick for both certification and approval.

Group Name	Routing List Name	Document Type	Document Status	CO/AO	Level (order of routing)
ADMINGP	ADMINR	Authorization	Approved	Tony Riddick	1
ADMINGP	ADMINR	Voucher	Approved	Tony Riddick	1
ADMINGP	ADMINR	Local Voucher	Approved	Tony Riddick	1

Figure 7

- f. To preclude a delay in document routing if the primary AO will be absent for a long period of time, you may want to have additional Authorizing Officials in your routing list. If you choose to have multiple AOs



in a routing list, each AO should be given the same order or level of routing, for example level 1. The document will then be electronically routed to each AO at the same time. The first AO to electronically act on the document continues the routing process, while the document will disappear from the other AOs' screen. This table shows a routing list with two Authorizing Officials. They will electronically receive authorizations in the Routing List OPSR at the same time.

Group Name	Routing List Name	Document Type	Document Status	CO/AO	Level (order of routing)
OPSGP	OPSR	Authorization	Approved	Peter Wang	1
OPSGP	OPSR	Authorization	Approved	Al Green	1

Figure 8

Using Worksheet (3), determine your routing list names and decide the order in which you want the documents to route and to which COs and AOs. Enter your routing list names and complete the remainder of the columns on Worksheet (3). Enter the routing list names on your Master Worksheet using a different colored pen.

#### 4. ESTABLISH DTA AND CO/AO TRAVELER INFORMATION

- a. The Lead DTA will be loaded during initial software installation. The following information is mandatory to load the Lead DTA:

FIELD	LEAD DTA	ORGANIZATIONAL DTA	ORGANIZATIONAL DTA
SSN			
LAST NAME			
FIRST NAME			
MIDDLE INITIAL			
ORGANIZATION			
GROUP ACCESS			
PERMISSION LEVEL	0-6	0-5	0-5

Figure 9

- b. **Subsequent individuals to be loaded must be the organizational DTAs and COs/AOs.** These key players, by necessity, go first so they have the access and the ability to load other travelers into the system.
- c. Beginning with the lead DTA, permission levels for individual access within DTS-Limited are assigned which afford varying capabilities to personnel based on their required interface with the system. Since the lead DTA has permission level 0-6 (see Figure 10), he or she has the ability to grant the same or lesser permission levels to other DTAs, COs, AOs and travelers within their organization.

Permission Level	Document Access/ Tasks
6	For use of Lead DTA under DTS-Limited
5	View organization documents/ edit organization tables and data
4	Not used in DTS-Limited
3	View budgets and lines of accounting/ set-up and review budget
2	View travel documents/ approve and sign travel documents
1	Not used in DTS-Limited
0	Individual travel document/ basic traveler tasks; Government entity

Figure 10

- d. Level 5 and Level 6 DTA personnel designate permission levels. Permission levels for key players should be:
  - Lead DTA: Levels 0-6
  - Organizational DTA: Levels 0-5
  - Finance Officer: Levels 0,3
  - Authorizing Officials: Levels 0,2
  - Certifying Officials: Levels 0,2

## Government Entity/Traveler: Level 0

- e. Fields used in Worksheet (4) should be self-explanatory with the exception of:
- (1) **Group** — enter the group the individual is normally assigned to. It is recommended that travelers in the same group are listed together on the worksheet. This will make the assigning of travelers to groups during the actual input into the DTS-Limited software easier. Note that travelers may be a member of more than one group. For example, all travelers can be members of the main group and other groups.
  - (2) **Organization** — enter the organizational naming sequence used in Worksheet (2).
  - (3) **Title/Rank** — use the Military Ranks and Abbreviations table contained in the back of this guide. All entries must be entered in the 2 letter-2 number format, e.g. Major is entered as MO-04.
  - (4) **Charge Card** — if the individual has been issued a government-sponsored charge card, enter **Card Holder** in this field. If the individual has not been issued a charge card, leave blank in the worksheet. When you load the DTA Structure into the DTS-Limited system software in the latter part of this guide, you may enter one of the options available for advances in this field.
  - (5) **Routing List** — this is the routing list the individual will normally use.
  - (6) **Organizational Access** — Allows system users to view and edit documents pertaining to their organization. The organizational access field, in conjunction with the Permission Level, determines which data elements (items in data tables) a user may access or edit during table editing. The valid values in the DTS-Limited software are *None*, or a specific, user-defined organization. Everyone in DTS-Limited should have Organizational Access—usually the organization to which the traveler is a member.
  - (7) **Group Access** — this is the group of travelers an individual will have access to. Group Access means an individual can view and edit other traveler's documents. The organizational DTA, COs and AOs will normally have group access, which allows them to access travelers they are responsible for. A typical traveler will not have group access, unless they are acting as a Government entity. The choices in the DTS-Limited software are (None), (Blank) or any group within the organization.
  - (8) **Permission Level** — this is the permission level the individual is assigned while using DTS-Limited. Permission levels 2 and above allow the individual to access different areas of the system, based on the permission level granted. See Figure 10 above.

Utilizing the enclosed DTA Personnel and CO/AO Traveler Information Worksheet (4) as an example, enter the DTA and CO/AO Traveler information that will be input into the system. If you need more space, design your own worksheet to meet your organization's needs. Note: The sequence order on this worksheet corresponds with the order that data will be entered into the system.

## 5. ESTABLISH TRAVELER INFORMATION

- a. Once the organization is broken down into sub-organizations and groups, the DTA will need to gather specific information on every traveler for the initial creation into the DTS-Limited database. Information will be loaded into the system in two related screens, Traveler Information and Duty Station screens.
- b. In the Traveler Information fields, it is recommended that the DTA enter the following minimum information:

SSN	Last Name	First Name	MI	M/F	Organization	Title/Rank	Charge Card Holder	Routing List

Figure 11

- c. In the Duty Station screen, recommend the DTA enter the clearance and fill in the agency fields. The Agency field must have the service entered in all capital letters as follows: NAVY, ARMY, AIR FORCE, or MARINES.

Clearance

Figure 12

Additionally, the following information must be loaded into the system when prompted. To complete these fields, refer to the definitions in Paragraph 4e.

AO	CO	Organization Access	Group Access	Permission Level

Figure 13

- d. As a reminder, Group Access means an individual can view and edit other traveler's documents. Travelers will normally have no Group Access, unless the traveler is a Government Entity and will be entering other traveler's information in the system.
- e. Travelers will normally have the Permission level of 0.
- f. In DTS-Limited, this information must be manually added into the database prior to use of the system. Once this information is loaded, the individual traveler (this includes DTA personnel and AOs) can enter data (for example home address) into all remaining fields of the Traveler Information and Duty Station screens. Included in this guide are instructions for initial logon. If the DTA determines it to be more efficient, he or she may load part or all of the remaining fields in lieu of the traveler.

**Utilizing the same enclosed DTA Personnel and AO Traveler Information Worksheet (4) as an example, enter traveler information. If you need more space, design your own worksheet to meet your organization's needs. During the input of traveler information, the DTA must designate group access and assign permission levels.**

## 6. ESTABLISH CONDITIONAL ROUTING LISTS

Conditional Routing is optional for your organization. It can be used for routing documents (authorizations, vouchers from authorizations, and local vouchers) to select persons within the organization for Review before Approval. For example: If all foreign travel must be reviewed by an individual outside the normal routing list, then you need to include that individual in the conditional routing list. You must ensure that the reviewer is placed in the appropriate order before routing to the authorizing official, who is the final approving official. DTS-Limited Training covers conditional routing lists in more detail.

## 7. SET UP LINES OF ACCOUNTING

- a. Control of budgets will not vary drastically from the current method implemented by organizations. What is significant in the finance arena is a requirement to set up lines of accounting accessible to the DTS-Limited software. DTS-Limited uses the term "line of accounting," which equates to a reformatted version of your accounts class. The financial member of the DTA, who must be appointed in writing, will have responsibility for aligning appropriate budgets and lines of accounting with the associated sub-organizations.
- b. Lines of Accounting (LOAs) are associated with organizations and sub-organizations, not groups of travelers. The traveler can only see LOAs that are associated with the same organization or sub-organization as the traveler. See example below:

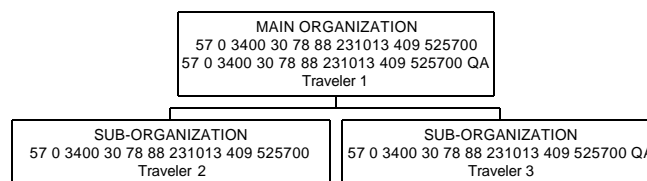


Figure 14

As indicated above, Traveler 1 can travel using either 57 0 3400 30 78 88 231013 409 525700 or 57 0 3400 30 78 88 231013 409 525700 QA. Traveler 2 can travel using 57 0 3400 30 78 88 231013 409 525700 because he

belongs to an organization that has only that line of accounting. Traveler 3 can travel using 57 0 3400 30 78 88 231013 409 525700 QA because he belongs to an organization that has only that line of accounting.

**Go to Worksheet (5). Establish a complete list of Lines of Accounting and create Accounting Label names for each organization or sub-organization as required. Accounting Label names are used for easier identification of an LOA by the users of DTS-Limited. It is important that each label begin with the last two digits of the fiscal year (i.e., 00Training). It is recommended that you list all Accounting Label names for each organization or sub-organization in a hierarchical order to ensure you have a complete list for each organization/ sub-organization.**

Organization	Accounting Label Name	Lines of Accounting
DJ65J3	00CmdTravel	57 0 3400 30 78 88 101010 01 409 525700
DJ65J3A	00Travel	57 0 3400 30 78 88 231011 01 409 525700
DJ65J3A	00FMS	97 11 X 82422 4F 78 88 409 OSM JA 001 525700 QA
DJ65J3A	00OpsTvl	57 0 3400 30 78 88 231011 01 409 525700
DJ65J3O	00OpsTng	57 0 3400 30 78 88 231013 01 409 525700
DJ65J3O	00Training	57 0 3400 30 78 88 231013 01 409 525700 QA
DJ65J3O	00SpecialOps	57 0 3400 30 78 88 231013 01 409 525700 SO
DJ65J3P	00PlanTvl	57 0 3400 30 78 88 231018 01 409 525700
DJ65J3P	00PlanTng	57 0 3400 30 78 88 231018 01 409 525700 QA

*Figure 15*

- c. There are two options for adding Lines of Accounting in DTS-Limited: a semi-automated process (recommended), or a manual input. Regardless of the option chosen, adding lines of accounting should be performed by the financial member of the DTA. The first option is to use the PMO Microsoft Access utility program provided to the Lead DTA. The access program will convert standard lines of accounting into an LOA format that DTS-Limited can use. To use this option, you must have MS Access 97 or later. Directions for use of this program are provided in Appendix E of this guide. If using the semi-automated option, go to Appendix E and follow Steps 1a through 1b. Paragraph 1c is used for converting existing databases into DTS-Limited, and requires a person with computer programming knowledge to complete. Note that Worksheet (6) will not be necessary if the semi-automated process is selected.
- d. The second option is to manually input your LOAs into DTS-Limited. The financial DTA will need to reformat the organization's accounting codes using the LOA Formats located in Appendix D of this guide. **If using the manual option, enter your DTS-Limited formatted LOAs onto Worksheet (6) into the ten accounting fields.** The directions below will assist you in converting your account codes into LOAs that DTS-Limited will recognize.

**Note:** Since all services have their station number in different places within the line of accounting, the first of ten fields for all LOAs in DTS-Limited will only contain the 6-digit fiscal or disbursing station number. This number identifies the accounting entity that maintains the records for the funds to be charged.

The remainder of the fields, numbers 2 through 10, contains the organization's fiscal coding structure and various components broken up into various elements or parts. The services developed the LOA format and they were validated by DFAS for DFAS owned systems. Each of these 9 fields may contain more than one element or field. A caret symbol, ^, is used to separate or delimit each of these elements. The prescribed format, complete with carets and the exact number of spaces, must be used precisely as presented for all LOAs entered into DTS-Limited. Examples of each Service's format are provided in Appendix D of this guide. Refer to the Defense Travel System Finance Guide for further assistance.

## 8. ESTABLISH BUDGETS

DTS-Limited allows you to set up budgets and track funding levels in those budgets during document routing. You can choose to set up your budget to meet your individual command's requirements. Your organization's budget will be separated into individual pots of money that DTS-Limited calls budget items (targets). Every organization and sub-organization that requires a separate budget should have separate budget items. Budget items will have associated LOA(s) to allow automatic funding once the AO has approved a traveler's

Authorization or Voucher. These budget items will normally be updated and maintained by your Level 3 Finance personnel.

A brief example of budget items appears below to assist you in completing Worksheet (7). Note that each organization and sub-organization will have budget items with appropriate levels of funding that reflect travel requirements.

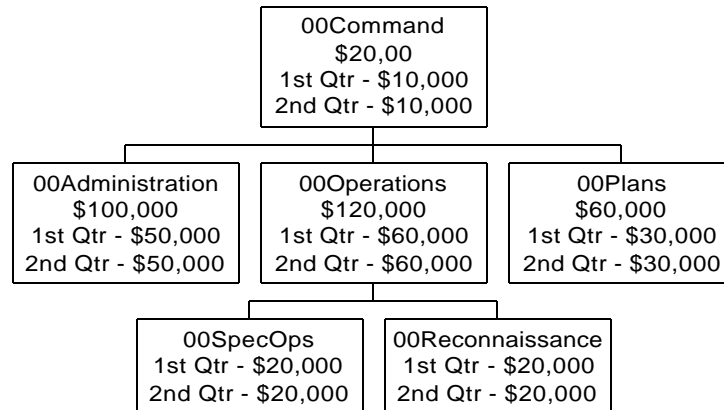


Figure 16

In each budget item, you will need to assign quarterly dollar amounts and assign the LOA for single or multiple lines of accounting that will draw funds from the budget item. When assigning multiple LOAs to a single Budget Item, they must have similar accounting format character(s) or field(s) to draw funding from the same budget item. When you load your budget items in Part III of this guide you will use a wildcard (\*) to include all LOAs that match all fields (other than the wildcard (\*) field); see Figure 18.

Example:

Org/ Sub-org	Budget Item	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Lines of Accounting
DJ65J3	00Command	\$10,000	\$10,000	\$10,000	\$10,000	57 0 3400 30 78 88 101010 01 409 525700
DJ65J3O	00Operations	\$60,000	\$60,000	\$60,000	\$60,000	57 0 3400 30 78 88 231013 01 409 525700
						57 0 3400 30 78 88 231013 01 409 525700 QA

Figure 17

#### Accounting Lines for Budget Item 00Operations for DJ65J3O for multiple LOAs

ACCT 1	525700^	ACCT 6	409^^
ACCT 2	57^^0^3400^^	ACCT 7	525700^*^
ACCT 3	30^^	ACCT 8	^
ACCT 4	78^88^231013^01^	ACCT 9	^
ACCT 5	^^^	ACCT 10	^

Figure 18

As you can see in Figure 17, two different LOAs will draw from the same Budget Item, 00Operations. This is signified by the use of the wildcard (\*) in Accounting Line 7 of the Budget Item 00Operations (Figure 18).

**Utilizing DTA Worksheet (7) as an example, establish your organization and sub-organization budget items. If you need more space, design your own worksheet that meets your organization's needs.**

## SUMMARY

You should have successfully completed your worksheets. You're now ready to proceed to load the software and begin using DTS-Limited.

# ***Part II: Installing DTS-Limited***

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This part contains information required to install DTS-Limited software and ensure key personnel have access to the system. Below you will find a general outline of Part II of the DTS-Limited DTA Users Guide:

## **1. Stand-alone Installation**

- a. Introduction
- b. Installation
- c. Initial Data Input
- d. Adding the Main Organization
- e. Adding the Lead DTA (Permission Level 0-6)
- f. Adding the Main Group
- g. Logging on as the Lead DTA

## **2. Client-Server Installation**

- a. Introduction
- b. Prior to Installation
  - (1) Option 1
  - (2) Option 2
- c. Installation of Database Server
- d. Installation of Application Files
- e. Installation to the File Server (Option 1)
- f. Mapping the DTS Root Folder and Installing Desktop Icons
- g. Installing to a Client Workstation (Option 2)
- h. Initial Data Input
- i. Adding the Main Organization
- j. Adding the Main Group
- k. Adding the Lead DTA (Permission Level 0-6)
- l. Logging on as the Lead DTA
- m. Protecting AI Limited

## **3. Static Data Maintenance**

There are two basic installation types: **Stand-alone** and **Client-Server**

**Note:** Prior to installation, Part I of the DTS-Limited DTA Users Guide should be completed.

## **1. STAND-ALONE INSTALLATION**

- a. **Introduction.** With the stand-alone installation, the database and application will reside on a single workstation PC and can be installed by the individual user. The DTS-Limited CD-ROM contains the Defense Travel System (DTS) Limited Standalone Version software. It also includes a Computer-Based Training (CBT) program to help you become familiar with the features and uses of DTS-Limited for Document Preparation and Route & Review Procedures.
- b. **Installation.** To install both DTS-Limited and the CBT you will need 230 MB free on your hard drive. To begin the installation, do the following:
  - (1) Close any open applications.
  - (2) Insert the DTS-Limited Standalone Installation CD into the CD-ROM Drive. If installation procedure automatically begins, proceed to Step (6). If not, continue with step (3).
  - (3) Select **Start, Run, Browse**. Choose your CD-ROM drive.
  - (4) Double click on the **Setup.exe** file on the CD-ROM.
  - (5) Click **OK**.
  - (6) Click **Yes** to review the Readme.txt file. Select **File/ Exit** to continue with the installation.
  - (7) When the **Defense Travel System Limited Installation** window appears, read the onscreen directions. Select **Next**.
  - (8) Select the destination directory for the installation. Recommend keeping default directory as C:\DtsLmtd.

- (9) Review the options and if satisfied, select **Next** to continue, then select **Next** again at the **Start Copying Files** window.
- (10) Files will begin to copy automatically. Upon completion of copying files, a window will appear asking if user wants to restart computer.
- (11) Click **OK** to restart your computer. Once the installation is complete and the computer has been restarted, DTS-Limited is ready to run.
- (12) Installation for the Standalone version of DTS-Limited is now complete. The Main Organization, Lead DTA, and Main Group must now be added.

- c. **INITIAL DATA INPUT.** Once the application has been installed and prior to loading data on the computer, it is necessary for the system administrator and Lead DTA to determine the following information, as discussed in Part I of the DTS-Limited DTA Users Guide.
- (1) Main Organization name in DTS-Limited, using the Organizational Naming Sequence as identified on Worksheet (1).
  - (2) Name(s) of the DTA Level 6 person for the organization.
  - (3) Main Group name (if used) using plain text name.

**Note:** If the Organizational Naming Sequence is not entered into the application software properly, the installer and DTA will not have the permissions required to administer DTS-Limited or add travelers into the system.

d. **ADDING THE MAIN ORGANIZATION**

- (1) **Double click** on the **DTS-Limited icon** located on the window desktop of your computer.
- (2) Select the **Doc Prep Admin** module.
- (3) Select **Yes** when the **DoD Warning messages**(Ethics and Privacy Act) appear.
- (4) At the Logon Authorization Screen enter **alimited** for **Username** and **alimited1** for **Password**. (**Note:** Password is always lowercase). **Click OK**.
- (5) At the **Doc Prep Admin** Window, select **Setup/Security/Organizations** on the toolbar.
- (6) The **Organization Control Table** will display. You will see that an organization named **D** already exists. **DO NOT DELETE OR MODIFY THE D ORGANIZATION!** The **D** organization will allow your system administrator to update DTS-Limited in the future.
- (7) To add your main organization, **click Add**.
- (8) In the **Add Organization** window, enter your Main Organization's name. (**Note:** This name is the Organizational Naming Sequence you created in Part I of the DTS-Limited DTA Users Guide).
- (9) Click on the Look-up Button (+) for **Authorization Numbering** field and highlight **TA-NUM**. **Click Select**.
- (10) In the **Add organization** window **click OK**. The Main Organization is now added. **Click Close**. This will end Adding an Organization and bring you back to the **Doc Prep Admin** window.

e. **ADDING THE LEAD DTA (Permission Level 0-6)**

- (1) From the **Doc Prep Admin Window**, select **Tables/Traveler Information** from the toolbar.
- (2) The **Traveler Information Table** will appear. To add the Lead DTA, **click Add**.
- (3) In the appropriate blocks enter the **SSN, Last Name, First Name, and Middle Initial** of the Lead DTA as created in the first part of the guide using information from Worksheet (4).
- (4) At the **Organization** drop down menu, select the Main Organization you just created.
- (5) This is the minimum information required. **Click OK**.
- (6) Click **Yes** to add Lead DTA to the User List.
- (7) At the **Add User** window change **Level** from 0 to 0-6 and click **OK**.
- (8) Click **Yes** to add the Lead DTA to the User List, then click **Yes** to add the Lead DTA to **Group D** in Organization **D**. This allows Alimited to view the Lead DTA in the Traveler Information Table.
- (9) Click **OK** in the **Signature Information** window. (Effective date should remain the default date.)
- (10) If more than one level 6 DTA is required repeat the previous steps.
- (11) After all Lead DTA personnel have been entered Select **Close** in the **Traveler Information** window.

f. **ADDING THE MAIN GROUP**

- (1) From the **Doc Prep Admin** window, select **Setup/Security/Groups** on the toolbar.
- (2) The **Groups** window will display. To add the Main Group, click **Add**.

- (3) At the **Add Group** window, type in a plain text name you have chosen in Part I of the DTS-Limited DTA Users Guide.
- (4) Using the drop down **Organization** menu select the Main Organization you created and click **OK**.

**Note:** At this point, you must log out from DTS-Limited and log on as the lead DTA using your user ID.

- (5) Close the **Member of Groups** window.
- (6) Close the **Groups** window.
- (7) Select **File/Exit** from the toolbar.
- (8) Exit from the DTS-Limited screen.

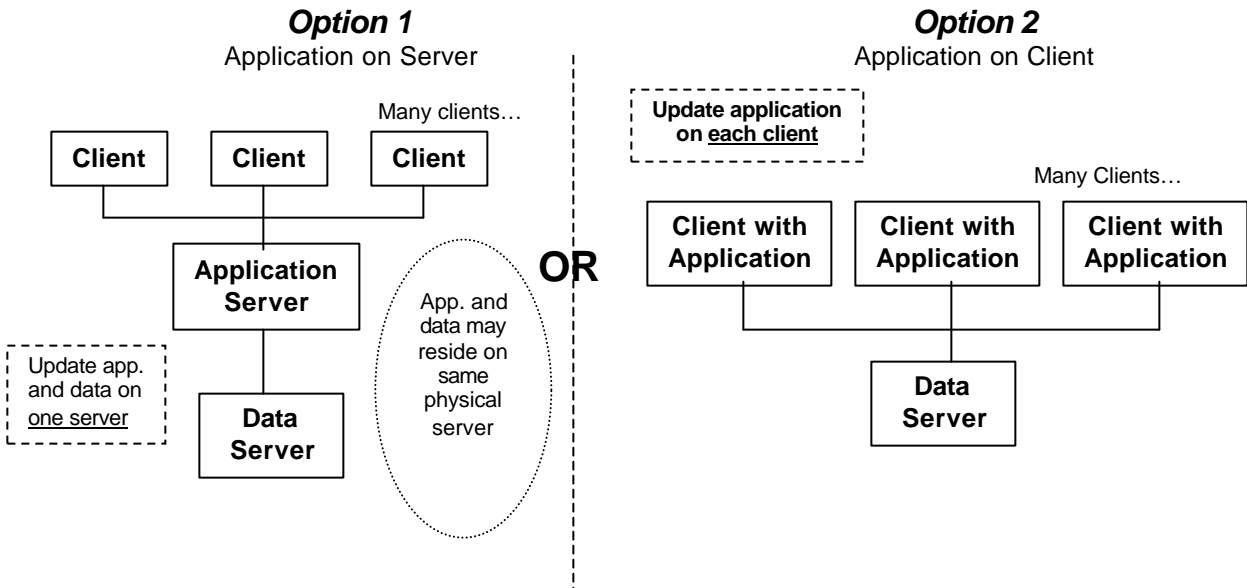
g. **LOGGING ON AS THE LEAD DTA**

- (1) **Double click** on the DTS-Limited icon.
- (2) Click on **Doc Prep Admin**
- (3) You will see a **DoD Warning**. Read and click **Yes** for both screens.
- (4) User name: **Enter first letter of first name and first 7 letters of last name of the Lead DTA.**
- (5) Password: Enter **newtrav1**, click **OK**. Password is case sensitive.
- (6) Click **OK** to establish new password. This password allows you to use DTS-Limited, it is similar to a Local Area Network (LAN) password.
- (7) Create your own password and type in this new password (must be at least 8 lower-case characters, to include 1 or more numerals). Re-type your new password and click **OK**.
- (8) Click **OK** to add Electronic Signature. The electronic signature allows users to sign and route documents in DTS-Limited. (Recommend your electronic signature be the same as the system password entered in the step above).
- (9) Type in and verify your new electronic signature and click **OK**.
- (10) Prior to entering any data, the Lead DTA must establish Group Access to the Main Group, if a Main Group is used. It is highly recommended that you establish a Main Group.
- (11) Go to **Setup, Security, Users**. Highlight Lead DTA. Click **Update**. Select the Main Group from the Group Access field. Click **OK**. Click **Close**.
- (12) You are now ready to proceed to establishing organizations.

## **2. CLIENT-SERVER INSTALLATION**

- a. **Introduction.** Due to sharing, mapping and system specific requirements, the local Systems Administrator, assisted by the Lead DTA should conduct the client-server installation. There are two basic steps for installing the client-server version of DTS-Limited:
  - Step 1:** Install the database server files (requires 115 MB of free space)
  - Step 2:** Install the application files (requires 230 MB of free space)
- b. Prior to initiating this installation the Systems Administrator must decide on one of two options, or a combination of the two, with regard to location of the database server files. This should be predicated on server capabilities.
  - (1) **Option 1:** With the Client-Server installation, the database will reside on the server and the application may either reside on the same server or a separate file server. In this mode, a workstation PC desktop icon will be installed to connect to the server.
  - (2) **Option 2:** The second Client-Server option places the database server files on a data server and the application on the workstations. This option is discouraged and should only be used if server space/speed is a concern. Each PC will need to be updated with static database updates (i.e. per diem, regulations, etc.) versus the single application in Option 1.





With the completion of Part I of the DTS-Limited DTA Users Guide and the appropriate Application Option selected, it is time to install the client server version of DTS-Limited.

c. **INSTALLATION OF DATABASE SERVER.** To install Database Server you will need 85 MB of free disk space on your hard drive. To start the installation, complete the following:

- (1) Close any open applications.
- (2) Insert the "DTS-Limited Client-Server Installation CD" into the CD-ROM drive. The Installation should start automatically or a DTS-Limited window will appear.

**NOTE:** If the installation does not start automatically, close the open window and perform the following:

- (a) Select **Start, Run, Browse**.
  - (b) At the **Look in** drop down menu select the CD-ROM drive.
  - (c) Select the Database Folder and **Click Open**.
  - (d) Select the **Setup.exe** file and **Click Open**.
  - (e) At the Run window select **OK**.
  - (f) The installation process will now start.
- (3) After reading the **readme file**, select **File/ Exit** on the Notepad toolbar to continue with the installation.
  - (4) In the **Welcome** window read the directive and, click **Next**.
  - (5) In the **Choose Destination Location** window, ensure "Destination Folder" is set to the default directory **C:\DLC82C**. It is recommended that this default is used. If NOT, select **Browse** to locate and enter the appropriate directory. After setting the default directory, select **Next**.

**Note:** If the folder you selected already exists you will see an **Information** screen. Please make sure that the folder is empty or select a different destination folder. If you wish to delete the contents of the folder, cancel **Setup**, delete the folder, reboot the system and restart the installation.

- (6) In the **Choose Database Destination Location** window, ensure entry field is set to the default directory **C:\LMTD\_DB** or the folder you chose. After selecting the correct folder using the default or **Browse** option, select **Next**.
- (7) In the **Specify Database Service Name and Port** window, ensure the **Database Service Name** entry field is set to the default name **dts\_lmtd** and the **Port** entry field is set to the default **2500**.

**Note:** If the default Port is in use, then select any available open Port. The Systems Administrator must identify an available port.

- (8) Make a note of the Database Service Name and the Port Number. You will need these when you are installing the DTS-Limited Application. Click **Next**.
- (9) In the **Start Copying Files** window, ensure that **Current Settings** are correct.
- (10) Select **Next**.
- (11) The system will begin to copy files.
- (12) An Information window indicating DTS-Limited database server has been installed will appear, click **OK**.
- (13) Once the setup is complete, you must start the service by opening control panel through **Start/ Settings/ Control Panel**.
- (14) At the **Control Panel window**, double click on the **ProControl** icon.
- (15) Once the ProControl window appears, click on **Start**. You'll see the wheels spinning as an indication that the service has started.
- (16) After the wheels have started spinning, click **Detail**.
- (17) In the **Service Details** window select the file **dts\_lmtd** and click **Start**.
- (18) The red **X** will change to a green check mark beside the database's name. Click **OK**.
- (19) On the **ProControl** window, click **Close**. On the Control Panel window, select **File/ Close** from the toolbar.

**Note:** Now you're ready to install the DTS-Limited Client-Server application.

- d. **INSTALLATION OF APPLICATION FILES.** There are two methods for installing the applications that will connect to the database server files, which must be installed prior to this step. To install both DTS-Limited and the CBT you will need 230 MB free on your hard drive.

e. **INSTALLATION TO THE FILE SERVER (Option 1)**

**Note:** Prior to installation, the Systems Administrator needs to decide which letter will be used for client-server mapping. To begin the installation, do the following:

- (1) Insert the CD into the CD-ROM drive.
  - (2) Select **Start, Run, Browse**. Choose your CD-ROM drive.
  - (3) **Double click** the Application Setup folder.
  - (4) **Double click** on the **Setup.exe** file.
  - (5) Select **OK**.
  - (6) Select **Yes** to read the text file.
  - (7) Close the **readme.txt** file after reading.
  - (8) In the **Defense Travel System Limited** window read the information and Click **Next**.
  - (9) At the **Setup Type** window select **File Server Installation** and click **Next**.
  - (10) This will take you to the **Defense Travel System Limited Installation Directory** window where you must check for the default directory **C:\DTSroot\DTSLmtd** or click **Browse** to change the directory. Then click **Next**.
  - (11) You are now at the **Specify Network Location** window. In the **Network Location** field enter the **drive letter:\DTSLmtd** and click **Next**.
  - (12) In the **Specify Database Service Name and Port** window you will need the information previously recorded. Enter **dts\_lmtd** in the **Database Service Name** field and the appropriate port (i.e. **2500**) in the **Port** field. Click **Next**.
  - (13) At the **Specify Host Name and IP** window enter the host name (computer name) and IP address (server) in the appropriate fields. Click **Next**.
  - (14) You will now complete the application installation by clicking **Next** in the **Start Copying Files** window.
  - (15) Select **Start, Programs, Windows Explorer**.
  - (16) In the left windowpane select the **DTSroot** folder, right click the mouse and click on **Sharing**.
  - (17) Click on **Shared as** (shared name should be **DTSroot**), click **Apply** and **OK**.
- f. **MAPPING THE DTSROOT FOLDER AND INSTALLING DESKTOP ICONS.** This step is necessary to install the DTS-Limited shortcut onto the client workstation. These procedures must be conducted at individual workstations.
- (1) From the workstation, log on to the server.

- (2) Right click on the **Network Neighborhood** icon and select **Map Network Drive**.
- (3) From the **Drive** drop down menu select the drive letter identified when installing applications.
- (4) In the **Path** field type \\server (see 2e (13)) \DTSroot.
- (5) Check **Reconnect** at logon.
- (6) Click **OK** and a DTSLmtd window will appear.
- (7) Double click **DTSLmtd** folder.
- (8) Double click **ClientSetup** folder.
- (9) Double click **ClientSetup.exe**.
- (10) Click **Next**.
- (11) Close **Client Setup** folder.
- (12) You should now see the **DTS-Limited** icon on your screen.

**Note:** On Windows NT workstations, an individual with Systems Administrator privileges must install desktop icons.

- g. **INSTALLING TO THE CLIENT WORKSTATION (Option 2).** This step will install the application to the workstation and connect to the database server previously installed. To install the application to a workstation you will need 170 MB of free disk space. To begin the installation, do the following:
  - (1) Insert the CD into the CD-ROM drive.
  - (2) Select **Start, Run, Browse**. Choose your CD-ROM drive.
  - (3) **Double click** the Application Setup folder.
  - (4) **Double click** on the Setup.exe file.
  - (5) Select **OK**.
  - (6) Select **Yes** to read the text file.
  - (7) Close the **readme.txt** file after reading.
  - (8) In the **Defense Travel System Limited Installation** window read the information and Click **Next**.
  - (9) At the **Set up Type** window select **Workstation Installation** and click **Next**.
  - (10) This will take you to the **Defense Travel System Limited Installation Directory** window where you must check for the default directory **C:\DTSLmtd** or click **Browse** to change the directory. Then click **Next**.
  - (11) In the **Specify Database Service Name and Port** window you will need the information previously recorded. Enter **dts\_lmtd** in the **Database Service Name** field and the appropriate port (i.e. **2500**) in the **Port** field. Click **Next**.
  - (12) At the **Specify Host Name and IP** window enter the host name and IP address (same information used with the initial client server installation) in the appropriate fields. Click **Next**.
  - (13) At the **Start Copying Files** window click **Next**.
  - (14) Click **Yes** to reboot the system.
  - (15) You should now see the **DTS-Limited** icon on your screen.

Installation for the Client Server version of DTS-Limited is now complete. The Main Organization, Lead DTA, and Main Group must now be added.

- h. **INITIAL DATA INPUT.** Once the application has been installed and prior to loading data on the computer, it is necessary for the system administrator and Lead DTA to determine the following information, as discussed in Part I of the DTS-Limited DTA Users Guide.
  - (1) Main organization name in DTS-Limited using the Organizational Naming Sequence as identified on Worksheet (1).
  - (2) Name(s) of the DTA Level 6 person for the organization.
  - (3) Main Group name (if used) using plain text name.

**Note:** If the Organizational Naming Sequence is not entered into the application software properly, the installer and DTA will not have the permissions required to administer DTS-Limited or add travelers into the system.

- i. **ADDING THE MAIN ORGANIZATON**
  - (1) **Double click** on the **DTS-Limited icon** located on the window desktop of your computer.
  - (2) Select the **Doc Prep Admin** module.
  - (3) Select **Yes** when the **DoD Warning messages**(Ethics and Privacy Act) appear.

- (4) At the Logon Authorization Screen enter **alimited** for **Username** and **alimited1** for **Password**. (**Note:** Password is always lowercase). **Click OK**.
- (5) At the **Doc Prep Admin** Window, select **Setup, Security, Organizations** on the toolbar.
- (6) The **Organization Control Table** will display. You will see that an organization named **D** already exists. **DO NOT DELETE OR MODIFY THE D ORGANIZATION!** The **D** organization will allow your system administrator to update DTS-Limited in the future.
- (7) To add your main organization, **click Add**.
- (8) In the **Add Organization** window, enter your Main Organization's name. (**Note:** This name is the Organizational Naming Sequence you created in Part I of the DTS-Limited DTA Users Guide).
- (9) Click on the Look-up Button (+) for **Authorization Numbering** field and highlight **TA-NUM**. **Click Select**.
- (10) In the **Add organization** window **click OK**. The Main Organization is now added. **Click Close**. This will end Adding an Organization and bring you back to the **Doc Prep Admin** window.

j. **ADDING THE MAIN GROUP**

- (1) From the **Doc Prep Admin** window, select **Setup/Security/Groups** on the toolbar.
- (2) The **Groups** window will display. To add the Main Group, **click Add**.
- (3) At the **Add Group** window, type in a plain text name you have chosen in Part I of the DTS-Limited DTA Users Guide. Using the drop down **Organization** menu select the Main Organization you created and **click OK**. **Click Close**.
- (4) **Click Close**.

k. **ADDING THE LEAD DTA (Permission Level 0-6)**

- (1) From the **Doc Prep Admin Window**, select **Tables/Traveler Information** from the toolbar.
- (2) The **Traveler Information Table** will appear. To add the Lead DTA, **click Add**.
- (3) In the appropriate blocks enter the **SSN, Last Name, First Name, and Middle Initial** of the Lead DTA as created in the first part of the guide using information from Worksheet (4).
- (4) At the **Organization** drop down menu, select the Main Organization you just created.
- (5) This is the minimum information required. **Click OK**.
- (6) **Click Yes** to add Lead DTA to the User List.
- (7) Prior to entering any data, the Lead DTA must establish Group Access to the Main Group, if a Main Group is used. It is highly recommended that you establish a Main Group.
- (8) At the **Add User** window, select **Main Group** from the **Group Access** drop down. Change **Level** from 0 to 0-6 and **click OK**.
- (9) **Click Yes** to add the Lead DTA to the User List, then **click Yes** to add the Lead DTA to **Group D** in Organization **D**. This allows Alimited to view the Lead DTA in the Traveler Information Table.
- (10) **Click OK** in the **Signature Information** window. (Effective date should remain the default date.)
- (11) If more than one level 6 DTA is required repeat the previous steps.
- (12) After all Lead DTA personnel have been entered Select **Close** in the **Traveler Information** window.

**Note:** At this point, you must log out from DTS-Limited and log on as the lead DTA using your user ID.

l. **To Logon as the Lead DTA, double click on the DTS-Limited Icon.**

- (1) Click on **Doc Prep Admin**
- (2) You will see a **DoD Warning**. Read and **click Yes** for both screens.
- (3) User name: **Enter first letter of first name and first 7 letters of last name of the Lead DTA**.
- (4) Password: Enter **newtrav1**, **click OK**. Password is case sensitive.
- (5) **Click OK** to establish new password. This password allows you to use DTS-Limited, it is similar to a Local Area Network (LAN) password.
- (6) Create your own password and type in this new password (must be at least 8 lower-case characters, to include 1 or more numerals). Re-type your new password and **click OK**.
- (7) **Click OK** to add Electronic Signature. The electronic signature allows users to sign and route documents in DTS-Limited. (Recommend your electronic signature be the same as the system password entered in the step above).
- (8) Type in and verify your new electronic signature and **click OK**.
- (9) Prior to entering any data, the Lead DTA must establish Group Access to the Main Group, if a Main Group is used. It is highly recommended that you establish a Main Group.
- (10) You are now ready to proceed to establishing organizations.

- m. **PROTECTING AL LIMITED:** Once you have successfully logged in as the Lead DTA, you may want to go back in the system as Al Limited to reset his password. Resetting the password will protect access to your files by removing general access through Al Limited. This is done by changing his commonly known password to one you will have created.
- (1) **Double click** on the DTS-Limited Icon located on the desktop of your computer.
  - (2) Select the **Doc Prep Admin** module.
  - (3) Select **Yes** when the **DoD Warning messages** (Ethics and Privacy Act) appear.
  - (4) At the Logon Authorization Screen enter **alimited** for **Username** and **alimited1** for **password**.
  - (5) At the **Doc Prep Admin** window, select **Setup/Security/Set Password** from the toolbar.
  - (6) In the **Current Password** field enter alimited1.
  - (7) In the **New Password** and **Verify Password** fields, enter a password to be controlled by the Lead DTA and click **OK**.
  - (8) Exit the **Doc Prep Admin** window and click **Exit** to close DTS Limited.

**3. STATIC DATA MAINTENANCE:** To facilitate should cost and assist travelers in planning their trips, there are certain fields of data that must be periodically updated. The information is found on the Internet updates to per diem rates in the Federal Travel Directory (FTD) updates. Information regarding procedures are presented in TRW training and can be found in their instructional manuals.

For more information, go to the PMO ([www.dtic.mil/travelink](http://www.dtic.mil/travelink)) and TRW ([www.defensetravel.com](http://www.defensetravel.com)) websites.

# Part III: Input Structure

*Prior to the Lead DTA logging into the DTS-Limited system for the first time, ensure that the Lead DTA, the main organization and the main group (if used) were entered into the system during the installation of DTS-Limited. This should have been accomplished in Part II.*

## 1. ESTABLISH ORGANIZATIONS

- a. Logon to **Doc Prep Admin**.
- b. Select **Setup, Security, Organizations**.
- c. Ensure the naming sequence of the Main Organization appears. Using Worksheet (2) from this guide, identify sub-organizations to be added to the main organization. To add sub-organizations, click **Add**. Sub-organizations must begin with the naming sequence of the Main Organization plus a unique extension. In the Organization field, enter the Organization Naming Sequence for each sub-organization developed in Worksheet (2).
- d. Under the Sequence Labels section, click on the lookup button (+ sign) for the Authorization Numbering field, then select TA-NUM. This ensures that authorization documents will automatically be assigned a sequential number in DTS-Limited. Click **OK**.
- e. Repeat the above steps for any additional sub-organizations. Click **OK** and then **Close**.

## 2. SET UP GROUPS

This process is used to create groups of travelers and assign the group(s) to an organization or sub-organization. During the installation of the DTS-Limited software, one main group was created. Initially everyone should belong to the main group in order to be recognized in the system. **DTS-Limited will automatically populate individuals into the main group as travelers are input into the system.** In other words, the DTA does not have to enter individuals into the main group – DTS-Limited does this automatically. Note, when establishing additional groups, the organizational DTA must assign the correct sub-organization to each group by ensuring the correct sub-organization is highlighted.

- a. Select **Setup, Security, Groups**.
- b. To **add** a Group, select the **Add** button. Using Worksheet (3) of this guide, select the sub-organization the group will be associated with from the drop down list. Fill in the Group Name and click **OK**. Since no members have yet been added to the sub-organization, click **Close** in the Members of Group window.
- c. Repeat step b for additional groups.
- d. After entering all groups, **exit** the Groups window by clicking **Close**.

## 3. ESTABLISH ROUTING LISTS

- a. At this time we will enter the name of the routing lists without entering the assigned COs and AOs. This will facilitate assigning travelers to a routing list when the traveler information is entered into the system.
- b. Select **Modules, EP Administration** from the menu bar.
- c. Select **Routing, Routing Lists**.
- d. At the drop down menu, ensure the naming sequence of the main or sub-organizations you are assigning your routing list to is highlighted and click **Add**.

- e. In the **Routing List Name** field, type the name of the routing list. Refer to Worksheet (3) of this guide for your routing list names. Ensure that you associate the routing list to the correct organization or sub-organization by highlighting the correct selection using the drop down menu and click **OK**.
- f. The **Signatures in Routing List** window is displayed. The signatures in the routing lists will be added at a later step in the process after all COs and AOs are entered into the system. To bypass this step, click **Close**.
- g. To enter additional routing lists, repeat the above steps. When all routing list names are entered, click **Close**.
- h. To return to **Doc Prep Admin**, select **File, Exit** from the **EP Administration** screen.

#### 4. ESTABLISH TRAVELER INFORMATION AND PERMISSION LEVELS FOR THE ORGANIZATIONAL DTAs, AUTHORIZING OFFICIALS AND CERTIFYING OFFICIALS

- a. Select **Tables, Traveler Information**. Click **Add**.
- b. To **Add** traveler information to the traveler information table, refer to Worksheet (4) and enter the following:  
 Social Security Number, **Tab**  
 Last name of the traveler, **Tab**  
 First name of the traveler, **Tab**  
 Middle Initial of the traveler  
 Gender  
 Organization: (drop down menu--enter the organization the Traveler is a member of)  
 Title/Rank (Must be entered in 2 letter-2 number form. IE, Major is entered MO-04)  
 Civ/Off/Enl: select applicable choice  
 Charge Card Status: (drop down menu)  
 Routing List: (drop down menu—enter the Routing List the Traveler is assigned to)
- c. Click on the Duty Station Icon and enter the following Duty Station Information:  
 Agency: Enter Service name using capital letters as follows, NAVY, ARMY, AIR FORCE or MARINES  
 Clearance: Enter Security Clearance. Data entered will print in block 8 of DD Form 1610.  
 Authorizing Officials Section: This Section is for populating signature blocks on printed forms only and does not affect the routing process. DTS-Limited does not require input into these fields, however if desired output, the table below represents the input/output relationship of this section.

*Note for c: The DTS-Limited system does not require input into these fields, however for printed information to appear on DD Forms, input must be made. The Voucher field information prints in Block 8 of the Standard Form 1164 (Local Voucher), the Authorization field information prints in Block 17 of DD Form 1610, and the Additional #2 field prints in Block 20 of the DD Form 1610. If AO and CO are the same, you may enter the AO in the Authorization Name field and the Additional field #2. Below is the table as it appears in the Duty Station Information screen:*

##### Authorizing Officials

	Name	Title
Voucher	Prints in Block 8, SF 1164 (Local Voucher)	Prints in Block 8, SF 1164 (Local Voucher)
Authorizations	Prints in Block 17, DD Form 1610	Prints in Block 17, DD Form 1610
Additional #1		
Additional #2	Prints in Block 20, DD Form 1610	Prints in Block 20, DD Form 1610

- d. Click **OK** to return to **Traveler Information Screen**. Click **OK**.
- e. **Add traveler to the User List?** Click **Yes**.
- f. The **Add User** screen is displayed. Fill out the following information:

Group Access (drop down). Select group that the DTA has access to.

Level: **enter 0-5**, (Only for Organizational DTAs; COs and AOs will usually have 0,2 for permission level). Click **OK**

**Add traveler to group** (your main group name will appear) **in organization** (your main organization will appear)? Click **Yes**.

**Add traveler to Signature List?** Click **Yes**

Verify Signature and Effective Date (Recommend effective date remain the default date, unless restriction to a future date is required). Click **OK**.

- g. Repeat the above steps to enter additional DTA personnel.
- h. Next we want to add traveler information for all COs and AOs. Repeat the steps above, with the exception of permission level. **Enter 0,2** in this field. Click **Close** to exit **Traveler Information Screen**.

#### **ASSIGNING COs and AOs TO PREVIOUSLY ESTABLISHED ROUTING LISTS**

- i. Now that we've entered all COs and AOs into the system, we will assign them to the previously entered routing lists. Refer to Worksheet (4) for this information.
- j. Select **Modules, EP Administration** from the menu bar.
- k. Select **Routing, Routing Lists**
- l. Ensure the organization naming sequence of the main or sub-organization your routing list is assigned to is highlighted. Ensure the routing list to which you are adding COs and AOs is highlighted and click **Detail**.
- m. To add signatures in the **Signatures in Routing List** table, click **Add**. Refer to Worksheet (4) and select the document type (Authorization, Voucher, or Local Voucher) to which you are assigning routing. Select the status of the document when it is signed (i.e. CERTIFIED or APPROVED). Note: When the CO and AO are the same person for your document types, select APPROVED for your Document Status.
- n. Click the **Lookup Button** to identify the signature name. Highlight the name of the certifier or approver. Click **Select**.
- o. The process name field is used to establish conditional routing. Conditional routing is covered in DTS-Limited training. No entry in this field is required.
- p. Enter the Level, which is the order the document will be routed. Remember if the Certifying Official and the Approving Official are the same person, documents only need to route to Level 1. Click **OK**.
- q. Repeat the steps above to address all document types and all routing requirements. Once completed, click **Close**.
- r. Repeat steps to complete each routing list.
- s. Click **Close**. To return to **Doc Prep Admin**, select **File, Exit**.

#### **5. ESTABLISH TRAVELER INFORMATION**

- a. To establish travelers in the system, the DTA must enter a minimum amount of information for each traveler. Those fields are identified below. Included in this guide you will find an "Initial Log-On Procedures" page that can be provided to travelers with step by step instructions on completing the remaining data fields of their profile. The DTA may, at their discretion, choose to load all traveler information.
- b. Select **Tables, Traveler Information**. Click **Add**. The Add traveler window is displayed.



- c. To **Add** traveler information to the traveler information table, refer to Worksheet (4) and enter the following:  
 Social Security Number, **Tab**  
 Last name of the traveler, **Tab**  
 First name of the traveler, **Tab**  
 Middle Initial of the traveler  
 Gender  
 Organization: (drop down menu--enter the organization the Traveler is a member of)  
 Title/Rank (Must be entered in 2 letter-2 number form. IE, Major is entered MO-04)  
 Civ/Off/Enl: select applicable choice  
 Charge Card Status: (drop down menu)  
 Routing List: (drop down menu—enter the Routing List the Traveler is assigned to)
- d. Click on the Duty Station Icon and enter the following Duty Station Information:  
 Agency: enter Service/Agency name in all capital letters as follows: NAVY, ARMY, AIR FORCE or MARINES.  
 Clearance: enter security clearance. Data entered will print in Block 8 of DD Form 1610.  
 Authorizing Officials Section: This Section is for populating signature blocks on printed forms only and does not affect the routing process.

**Note:** See section 4c for more information.

#### Authorizing Officials

	Name	Title
Voucher	Prints in Block 8, SF 1164 (Local Voucher)	Prints in Block 8, SF 1164 (Local Voucher)
Authorizations	Prints in Block 17, DD Form 1610	Prints in Block 17, DD Form 1610
Additional #1		
Additional #2	Prints in Block 20, DD Form 1610	Prints in Block 20, DD Form 1610

**Note:** The Approving Official name in Block 18, DD1610 will be automatically filled in when the AO electronically signs the authorization.

- e. Click **OK** to return to the Add Traveler Screen and click **OK**.
- f. Add Traveler to the User List? **Yes**.  
 Add User screen will be displayed. This screen will allow the DTA to assign organizational access, group access and a permission level for the Traveler.
- g. **Organizational Access** (defaults). The Organization field will already be filled in.
- h. **Group Access** (drop down). Leave blank for the typical Traveler or enter None. The exception to entering none in this field or leaving the field blank, is for travelers who will serve as government entities (i.e. Clerks, etc...). Travelers who are Government entities and will complete travel documents for others must have access to the group they are supporting. Note: Data (other than None) entered in this field will automatically make the Traveler a member of that group.
- i. **Permission Level: enter 0**, click **OK**. For Government entities, also enter 0.
- j. Add traveler to group (your main group name will appear) in organization (your main organization will appear)? Click **Yes**—everyone should be a member of the main group.
- k. Add traveler to Signature List? Click **Yes**.
- l. Verify Signature and Effective Date (Recommend effective date remain the default date, unless restriction to a future date is required). Click **OK** and **Close**.
- m. Repeat the above steps to add additional travelers.

#### ADDING TRAVELERS TO GROUPS

- n. To Add the Traveler to a specific group, select **Setup, Security, Groups**
- o. **Highlight** the group and click the **Detail** button.
- p. Note: the travelers that are pre-populated were done so because you assigned them group access to everyone's documents in the group. Travelers with no group access now have to be assigned to their respective groups. In the **Members of Group** window, click **Add**.
- q. In the **Add Member to Group** window, select the lookup button. May type in SSN if known to automatically populate screen.
- r. Highlight the traveler's **name** and click **Select**. The Name and SSN fields should be completed. Click **OK**.
- s. Repeat steps above to assign each traveler to their group. Travelers may be assigned to multiple groups.
- t. Click **Close** in **Groups** window.

## 6. ESTABLISH CONDITIONAL ROUTING LISTS

This is optional for your organization.

## 7. SET UP LINES OF ACCOUNTING

- a. SEMI-AUTOMATED PROCESS. For adding LOAs using the PMO Microsoft Access utility program, ensure you are logged into DTS-Limited in the Doc Prep Admin module. With the Doc Prep Admin module open, open the previously loaded PMO MS Access utility program and go to Appendix E of this guide. Follow the instructions in step 1d to load your LOAs.
- b. MANUAL LOAD. For manually loading your LOAs from Worksheet (6), ensure you are logged into DTS-Limited Doc Prep Admin. From the Doc Prep Admin module, select **Setup, Accounting, Codes**
- c. Select organization or sub organization from the drop down menu. Click **Add**.
- d. In the label field **enter an accounting label**. All accounting labels should be easily understood by the personnel who will be using them. **(The first two elements of the accounting label should begin with the current fiscal year e.g. 00Training, 00Operations etc.)**
- e. Add ACCT 1- ACCT 10 **(Refer to Worksheet (6))**.
- f. Select **OK**
- g. Repeat this process to add additional lines of accounting. **Close**.

## 8. ESTABLISH BUDGETS

Use the information developed in Worksheet (7) for this section.

- a. From **Doc Prep Admin** menu bar, select **Module, Budget**
- b. Select **Accounts, Budget**.
- c. **Budget Window:**  
Verify Fiscal Year.  
In the Organization field, use drop down menu to select the organization or sub organization you are establishing a budget item for.

- d. Click **Add**.  
In the Budget Item field, enter the specific Budget Item Name. Begin the Budget item name with the last two digits of the funding's fiscal year.  
In the Organization field, ensure the applicable Organization/sub-organization's name is displayed.  
Enter quarterly allocations for quarter in which funds have been allocated.  
**Tab** at the end of each entry.
- e. Select **Accts**, Highlight the LOA to be associated with this budget item. Click **Copy**, check all boxes, click **OK**. This copies the previously entered accounting account records into this field.
- f. To create a budget item to include multiple lines of accounting to a budget item, you can use a wildcard (\*) in any single character or field in an account format. All other LOA format lines associated with this Budget Item must be identical (excluding the wildcard (\*) character(s) or field(s) for multiple LOAs to draw funding from the same budget item).

**10X20 Account Lines Budget Item 00SpecOps for DJ65J3OS for multiple LOAs**

<b>ACCT 1</b>	525700^	<b>ACCT 6</b>	409^^
<b>ACCT 2</b>	57^^0^3400^^	<b>ACCT 7</b>	525700^*^
<b>ACCT 3</b>	30^^	<b>ACCT 8</b>	^
<b>ACCT 4</b>	78^88^201013^01^	<b>ACCT 9</b>	^
<b>ACCT 5</b>	^^^	<b>ACCT 10</b>	^

As you can see above, the Budget Item assigned to the SpecOps sub-organization will allow all LOAs with the same ACCT fields to draw funding from the Budget Item by using a wild card in the ACCT 7 field.

- g. Select **OK**.
- h. To add additional budget lines for the same or other organizations and sub-organizations, repeat the above steps.
- i. Click **Close** to close out of Budgets window
- j. Select **File, Exit**.

**Now you're ready to travel!!!!**

# Organizational Naming Sequence

1. In order to effectively implement the Defense Travel System (DTS), DoD is establishing a standard organization naming convention for use in the common user interface (CUI). The data field within the CUI software is 20 alphanumeric positions. For maximum efficiency and utility, the naming convention must be logical, easily understood in the field, and hierarchical in nature.

2. a. Service headquarters, Washington Headquarters Services (for the Defense Agencies), and the Director, The Joint Staff (for unified and combined commands) must enforce the naming convention. Levels 1 and 2 will be directed by the PMO; level 3 will be directed by the respective the Service/Agency headquarters within PMO guidelines; level 4 and higher will be for local use within appropriate Service/Agency headquarters guidance.

**CAUTIONARY NOTE: The more levels utilized, the more maintenance required as personnel change organizations within an installation. The structure should be carried no lower than the level where travel funds are allocated or travel costs are managed.** The following structure will be used:

Level	Positions	Title	Values
1	1	Federal Agency	D = DoD
2	1	Component	A = USA; F = USAF; M = USMC; N = USN; D = Defense Agency; J = Joint Commands
3	Service specific	MAJCOM, MACOM, Major Claimant, Defense Agency Bureau Code, Unified/Combined Command	See Service and Agency specifics below
4+	Service specific	Normal office symbol, mail code, etc.	See Service and Agency specifics below

b. Use of standard codes for level 1 will permit information queries across all DoD. Additional codes will be added if DoD provides CUI services to other Federal agencies.

c. Standard component codes for level 2 permit information queries across an entire Service, all Defense agencies, or unified commands.

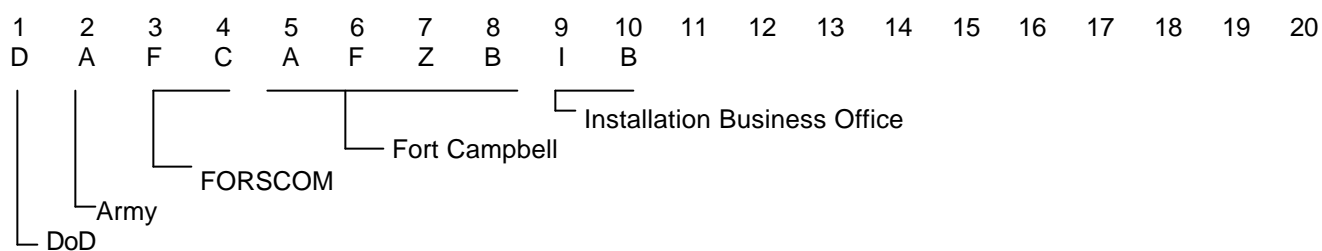
d. Use of standard codes for level 3 permit functional managers to rollup data by major organizations, an entire Defense agency, or unified command.

e. Use of standard service and Agency office symbols and mailing codes for levels 4 and higher will permit rollup of data at any desired organizational level since these codes are hierarchical in nature. These codes are commonly used throughout installations and are known locally.

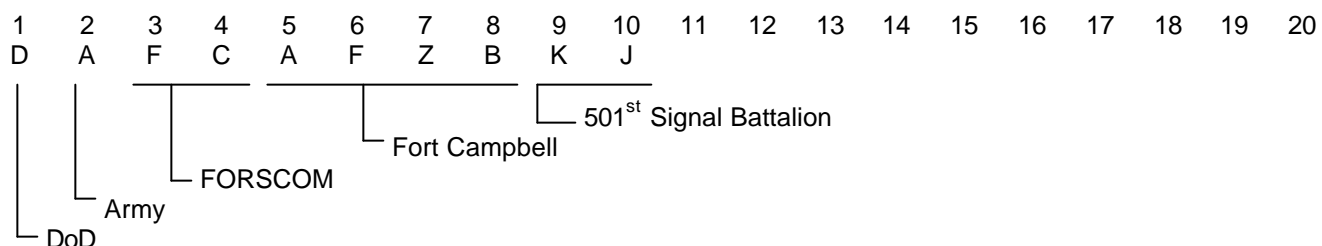
3. Army naming convention.

a. The MACOM codes contained in Annex 1 are used by the personnel system for strength accounting. This table has been modified for DTS use. MACOM codes will be used for positions 3 and 4 (level 3). Positions 5 through 20 (levels 4+) will be the standard office symbol with additional modifiers as local commanders' desire.

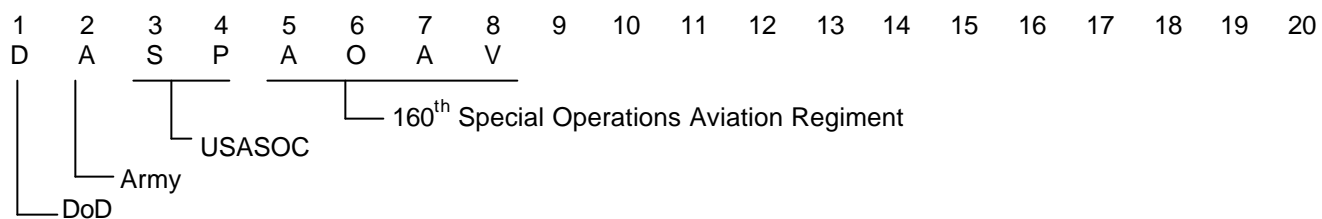
b. Sample organizations



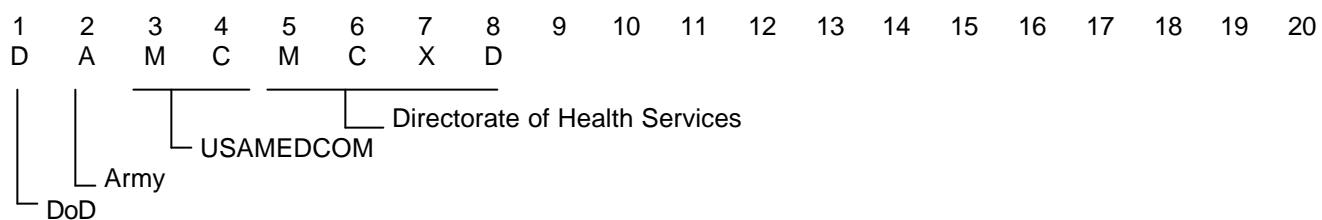
DoD; Army; U. S. Army Forces Command; Fort Campbell; Installation Business Office



DoD; Army; U. S. Army Forces Command; Fort Campbell; 501st Signal Battalion



DoD; Army; U.S. Army Special Operations Command; 160<sup>th</sup> Special Operations Aviation Regiment

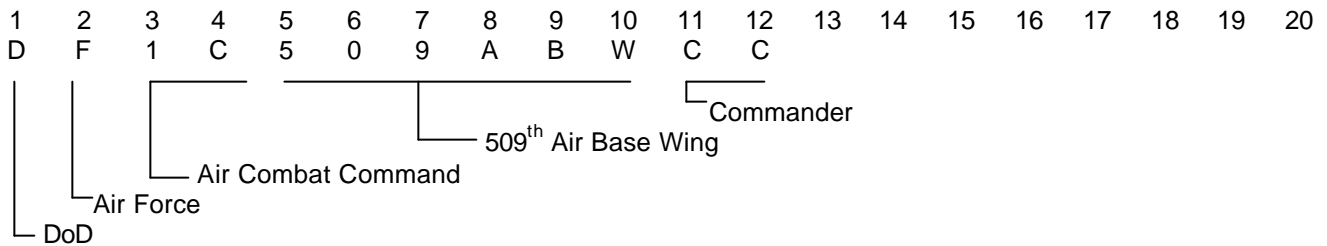


DoD; Army; U.S. Army Medical Command; Directorate of Health Services

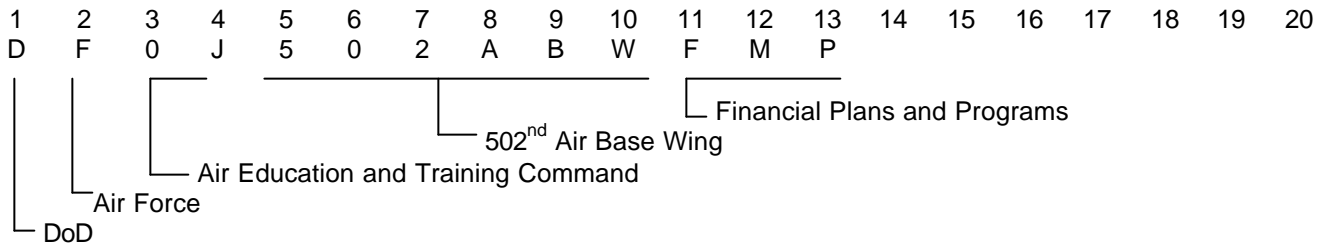
#### 4. Air Force naming convention.

a. Positions 3 and 4 will be the MAJCOM code (level 3). MAJCOM codes are contained in Annex 2. Positions 5 through 20 (levels 4+) will be composed of the Wing or Squadron number or headquarters office symbol and the standard office symbol published by the Air Force Communications Agency.

b. Sample organizations



DoD; Air Force; Air Combat Command; 509<sup>th</sup> Air Base Wing; Commander's Office

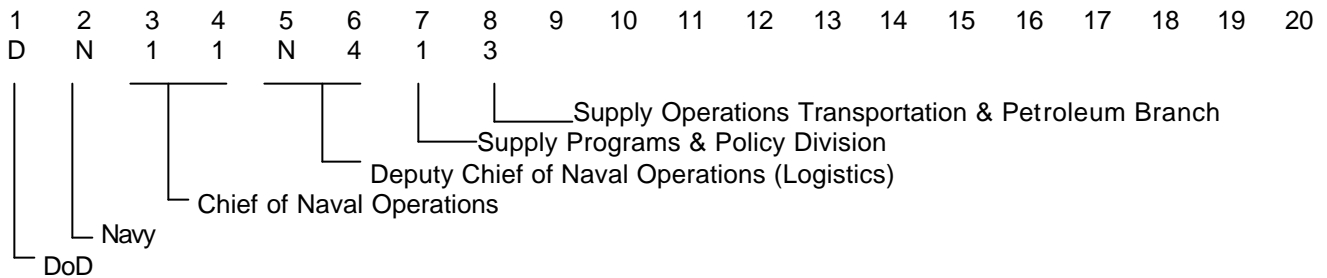


DoD; Air Force; Air Education and Training Command; 502<sup>nd</sup> Air Base Wing; Financial Plans and Programs

## 5. Navy naming convention

- Positions 3 and 4 (level 3) will be the Major Claimant code for the echelon one and two commands. Major Claimant codes are contained in Annex 3. Positions 5 through 20 (levels 4+) will be used by echelon three and below commands/subordinate commands and activities as directed by their echelon two major claimant. Levels 4+ may incorporate conventions such as the ship's designator, office codes, etc.

### b. Sample organization

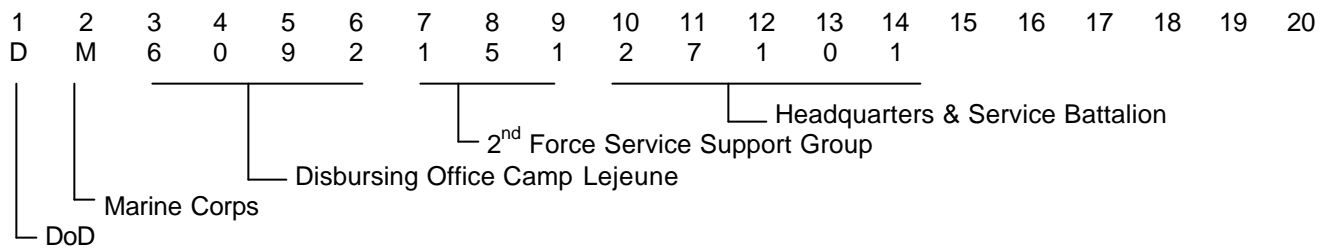


DoD; Navy; Chief of Naval Operations; Deputy Chief of Naval Operations (Logistics); Supply Programs & Policy Division; Supply Operations Transportation & Petroleum Branch

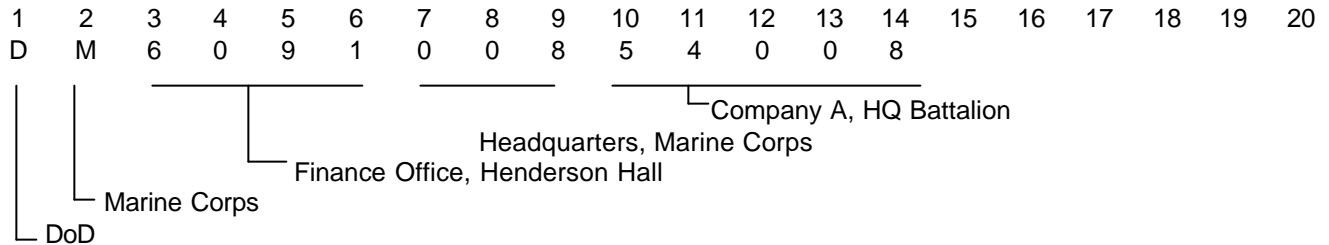
## 6. Marine Corps naming convention

- The major command codes (MCC) and reporting unit codes (RUC) to be used by Marine Corps units are contained in Marine Corps Order (MCO) P1080.20M, Marine Corps Total Systems Codes Manual (MCTFSCODESMAN). Positions 3 through 6 (level 3) will be the normal disbursing station number (DSSN) for the organization. Positions 7 through 14 will be the unit's MCC and RUC.

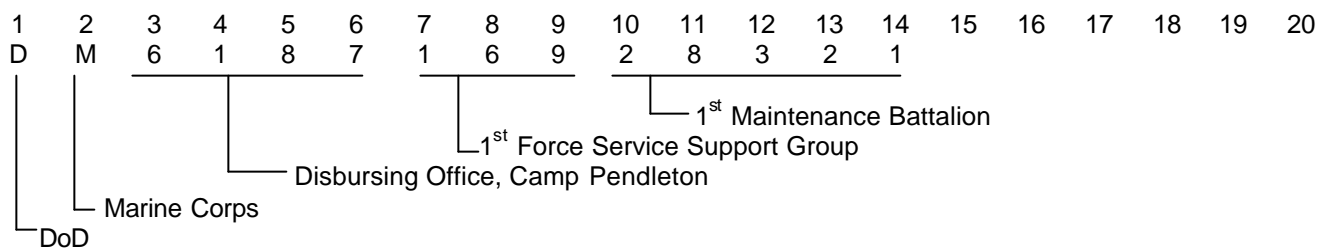
### b. Sample organizations



DoD; Marine Corps; Disbursing Office, Camp Lejeune; 2<sup>nd</sup> Force Service Support Group; Headquarters and Service Battalion



DoD; Marine Corps; Finance Office, Henderson Hall; Headquarters, Marine Corps; Company A, Headquarters Battalion

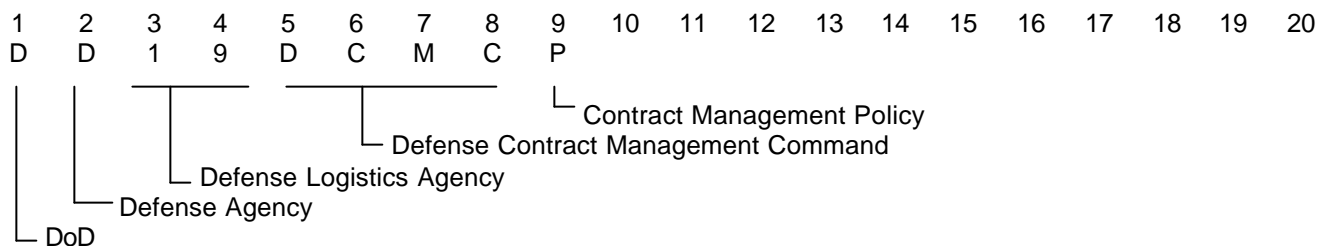


DoD; Marine Corps; Disbursing Office Camp Pendleton, 1<sup>st</sup> Force Service Support Group, Camp Pendleton; 1<sup>st</sup> Maintenance Battalion

## 7. Defense Agency naming convention

a. The Defense Agency codes contained in Annex 5 will be used in positions 3 and 4 (level 3). The remaining positions (levels 4+) will be as directed by the Agency headquarters.

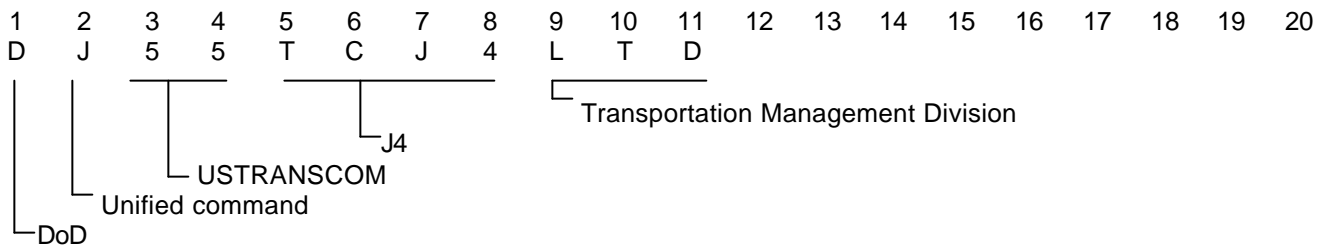
### b. Sample organization



DoD; Defense Agency; Defense Logistics Agency; Defense Contract Management Command; Contract Management Policy

## 8. Naming convention for unified and combined commands

- a. Component commands will use their Service specific naming structures, e.g., Air Mobility Command (AMC), a component command of the United States Transportation Command will use the Air Force naming convention for their personnel. Air Force personnel assigned directly to Headquarters, USTRANSCOM (i.e. Air Force Element, USTRANSCOM) will use the sequence outlined in this paragraph. The combined and unified command codes contained in Annex 6 will be used in positions 3 and 4 (level 3) for the headquarters elements. The remaining positions (levels 4+) will be as directed by the unified command headquarters.
- b. Sample organization



DoD; Unified command; U.S. Transportation Command; J4; Transportation Management Division

## 9. ANNEXES

1. Army Major Command Codes
2. Air Force Major Command Codes
3. Navy Major Claimant Codes
4. Marine Corps Codes
5. Defense Agency Bureau Codes
6. Unified and Combined Command Codes

### Annex 1: Army Major Command Codes

CODE	COMMAND
AR	U.S. Army Reserve
AS	U.S. Army Intelligence And Security Command
AU	U.S. Army Audit Agency
CB	U.S. Army Criminal Investigation Command
CC	U.S. Army Communications Command
CE	U.S. Army Corps Of Engineers
CM	U.S. Army Information Systems Software Support Command
CS	Immediate Office Of The Chief Of Staff Of The Army
CZ	U.S. Army Information Systems Command
E1	U.S. Army Europe (USAREUR) Assigned Units And Activities
FC	U.S. Army Forces Command (FORSCOM)
FS	U.S. Army Signal Command
MA	Military Academy
MC	U.S. Army Medical Command
MD	Surgeon General
MP	U.S. Army Military Personnel Center
MT	Military Traffic Management Command
MW	U.S. Army Military District Of Washington



## **Organizational Naming Sequence (continued)**

### **Annex 1: Army Major Command Codes (continued)**

NG	Army National Guard
P1	U.S Army Pacific
P8	Eighth U.S. Army
RC	U.S. Army Recruiting Command (USAREC)
SA	Office Of The Secretary Of The Army
SB	Office of The Secretary of the Army Field Operating Agencies
SC	U.S. Army Space And Missile Defense Command
SE	Army Staff Field Operating Agency OA11 (Office, Secretary of the Army)
SF	FOAs Of Secretary Of The Army And The Army Staff
SP	United States Army Special Operations Command (USASOC)
SS	Non-Departmental Army Management HQ Activity Staff Support Agency Of Office, Secretary of the Army
ST	Student Account
TC	U.S. Army Training and Doctrine Command (TRADOC )
TN	Transients
X1	U.S. Army Materiel Command (AMC)

### **Annex 2: Air Force Major Command Codes**

<b>CODE</b>	<b>COMMAND</b>
00	Command Not Identified
02	Air Force Inspection Agency
03	Air Force Operational Test & Evaluation Center
06	Air Force Audit Agency
07	Air Force Office Special Investigation
08	HQ US Air Force Security Forces Center
09	Air Force Personnel Center
0B	US Air Force Academy
0D	US Air Forces In Europe
0J	Air Education & Training Command
0M	HQ Air Force Reserve Command
0N	Headquarters US Air Force
0R	Pacific Air Forces
0U	Air Force Intelligence Agency
0V	Air Force Special Operations Command
0W	HQ Field Activities
10	Air Force Center For Quality And Management Innovation
1C	Air Combat Command
1G	Air Force Logistics Management Agency
1L	Air Mobility Command
1M	Air Force Materiel Command
1Q	HQ Air Force Flight Standard Agency
1S	HQ Air Force Space Command
1W	Engineer & Support Agency
1Y	Air Force Civilian Career Training
21	Air Force Nuclear Weapons Agency
23	Air Force Element On-Site Inspection Agency
24	HQ US Air Force Direct Support Elements
25	Air Force Wide Support Elements

## Organizational Naming Sequence (continued)

### Annex 2: Air Force Major Command Codes (continued)

27	Air Force Agency For Modeling & Simulation
28	Air Force Communications Information Center
29	Air Force National Security Emergency Preparedness
2A	Air Force Cost Analyst Agency
2B	Air Force Doctrine Center
2C	Air Force Civilian Personnel Management Center
2D	Air Force Personnel Operations Agency
2E	Air Force Legal Services Agency
2F	Air Force Medical Support Agency
2G	Air Force News Agency
2H	Air Force Operations Group
2I	Air National Guard Readiness Center
2K	Air Force Historical Research Agency
2L	Air Force Technical Application Center
2M	Air Force Review Boards Agency
2N	Air Force Center Studies & Analysis Agency
2Q	HQ Air Force Weather Agency
2R	Air Force Program Executive Office
2S	Air Force Element NORAD
2T	Air Force Safety Center
2U	Air Force Services Agency
2V	Air Force Base Conversion Agency
2W	11 <sup>th</sup> Wing
2X	Air Force Real Estate Agency
2Y	Air Force Pentagon Communications Agency
2Z	Air Force Medical Operations Agency
34	Air National Guard
3I	Reserve, Central Managed
3K	Air Force Element US European Command
3L	Air Force History Support Office
3V	Air Force Elements (Other)
3W	Center For Environmental Excellence
3Z	Joint Services SERE Agency

### Annex 3: Navy Major Claimant Codes

Code	Organization
00	Office of the Secretary of the Navy
11	Chief of Naval Operations
14	Chief of Naval Research
15	Office of Naval Intelligence
18	Bureau of Medicine and Surgery
19	Naval Air Systems Command
22	Chief of Naval Personnel
23	Naval Supply Systems Command
24	Naval Sea Systems Command
25	Naval Facilities Engineering Command
30	Strategic Systems Programs
33	Military Sealift Command

## **Organizational Naming Sequence (continued)**

### **Annex 3: Navy Major Command Codes (continued)**

35	Ballistic Missile Defense Organization
39	Space and Naval Warfare Systems Command
60	U.S. Atlantic Fleet
61	U.S. Naval Forces, Europe
62	Chief of Naval Education and Training
63	Naval Computer and Telecommunications Command
65	Naval Meteorology and Oceanographic Command
69	Naval Security Group Command
70	U.S. Pacific Fleet
72	Commander, Naval Reserve Force
74	Naval Special Warfare Command
75	U.S. Naval Forces, Central Command

### **Annex 4: Marine Corps Codes**

The major command codes (MCC) and reporting unit codes (RUC) to be used by Marine Corps units are contained in Marine Corps Order (MCO) P1080.20M, Marine Corps Total Systems Codes Manual (MCTFSCODESMAN).

### **Annex 5: Defense Agency Bureau Codes**

<b>CODE</b>	<b>AGENCY</b>
01	American Forces Information Services
02	Armed Forces Radiobiology Research Institute
03	Army And Air Force Exchange Service (AAFES)
04	Ballistic Missile Defense Organization (BMDO)
05	Defense Acquisition University
06	Defense Advanced Research Projects Agency (DARPA)
07	Defense Attache Service (DAS)
08	Defense Audiovisual Agency (DAA)
09	Defense Commissary Agency (DeCA)
10	Defense Contract Audit Agency (DCAA)
11	Defense Criminal Investigative Service
12	Defense Equal Opportunity Management Institute (DEOMI)
13	Defense Finance And Accounting Service (DFAS)
14	Defense Human Resources Activity
15	Defense Information Systems Agency (DISA)
16	Defense Intelligence Agency (DIA)
17	Defense Language Institute (DLI)
18	Defense Legal Services Agency
19	Defense Logistics Agency (DLA)
20	Defense Mobilization System Agency (DMAS)
21	Defense POW/MIA Office
22	Defense Security Assistance Agency (DSSA)
23	Defense Security Service (DSS)
24	Defense Systems Management College (DMDC)
25	Defense Technical Information Center (DTIC)
26	Defense Technology Security Administration
27	Defense Threat Reduction Agency (DTRA)
28	Defense Training Data Analysis Center
29	Department of Defense Education Activity
30	Joint Military Intelligence College

## **Organizational Naming Sequence (continued)**

### **Annex 5: Defense Agency Bureau Codes (continued)**

31	National Defense University
32	National Imagery and Mapping Agency (NIMA)
33	National Security Agency (NSA)
34	Office of the Secretary of Defense (OSD)
35	On-Site Inspection Agency (OSIA)
36	Tri-Care Management Activity
37	U. S. Court of Appeals for the Armed Forces
38	Uniform Services University of Health Sciences (USUHS)
39	Washington Headquarters Services

### **Annex 6: Combined and Unified Command Codes**

<b>CODE</b>	<b>COMMAND</b>
51	Joint Forces Command
52	United States Central Command
53	United States European Command
54	United States Military Entrance Processing Command
55	United States Pacific Command
56	United States Southern Command
57	United States Space Command
58	United States Special Operations Command
59	United States Strategic Command
60	United States Transportation Command
61	Allied Command, Atlantic
62	North American Aerospace Defense Command
63	North Atlantic Treaty Organization Military Committee
64	Supreme Headquarters, Allied Powers, Europe
65	The Joint Staff
66	United Nations Command/United States Forces Korea/Combined Forces Command Korea

# ***Appendix B: Civilian Pay Plans & Pay Grades***

<b><u>Pay Plan</u></b>	<b><u>Pay Grade</u></b>	<b><u>Description</u></b>
ES	1-6	Senior Executive Service (Pay Grade derived from Step)
GM	13-15	Performance Management and Recognition System (PMRS)
GS	1-15	General Schedule
WG	1-15	Non-supervisory – FWS
WL	1-15	Leader – FWS
AD	1-28	Administratively Determined Rates
AG	1-15	Navy Foreign National Graded
CA	1-3	Board of Contract Appeals
CZ	1-15	Canal Area General Schedule – Type positions
DA	1-3	Navy Test Program – Administrative
DB	1-5	Demonstration Engineers and Scientists (Army Only)
DC	1-15	Navy Test Program – Clerical
DE	1-5	Demonstration Engineers and Scientist Technicians (Army Only)
DG	1-5	Navy Test – General
DH	1-15	USAF Demo Hourly (Pacer Share), Nonsupervisory
DK	1-4	Demonstration General Support (Army Only)
DP	1-5	Navy Test Program – Professional
DR	1-4	Demonstration Air Force Scientist and Engineer
DS	1-3	Navy Test – Specialist
DT	1-3	Navy Test Program – Technical
DW	1-15	Navy Test – Student Aid
DW	1-15	USAF Demo Salaried (Pacer Share), Nonsupervisory
DX	1-15	USAF Demo Salaried (Pacer Share), Supervisory
EC	1-15	Experts & Consultants
ED	00	Expert – Hired Under 5 USC 3109
EE	1-15	Expert – Similar to 5 USC 3109
EF	00	Consultant – Under 5 USC 3109
EG	1-15	Consultant – Similar to 5 USC 3109
EH	00	Advisory Committee – Under 5 USC 3109
EI	1-15	Advisory Committee – Similar to 5 USC 3109
EP	1-15	Defense Intelligence Agency Senior Executive Service
EX	1-5	Executive Pay
FC	1-15	Foreign Compensation
FD	1-15	Foreign Defense
GG	1-15	Grades Similar to General Schedule
GW	1-4	Schedule A 213.2102 (W) classified under and paid at GS Rates
IE	00	Senior Intelligence Executive Service (SIES) Program
IP	00	Senior Intelligence Professional Program
MG	1-15	DMA Canal Zone Wage Grade
MO	1-15	Navy Canal Zone Manual, Nonsupervisory
MS	1-19	Navy Canal Zone Manual, Supervisory
ND	1-6	Demonstration Scientific and Engineering (Navy Only)
NG	1-5	Demonstration General Support (Navy Only)
NM	1-15	Navy Canal Zone Non-Manual
NT	1-6	Demonstration Administrative and Technical (Navy Only)
NU	1-15	Navy Foreign National Ungraded
SL	00	Senior Level Positions (formerly were GS16-18 that did not transfer to the Senior Executive Service)
SR	00	Statutory rates not elsewhere specified

## Civilian Pay Plans and Pay Grade (continued)

<u>Pay Plan</u>	<u>Pay Grade</u>	<u>Description</u>
ST	0-11	Scientific and Professional
SZ	0-2	Canal Area Special Category – Type positions
TP	AA-NG	Teaching Position
WA	1-19	Army Corps of Engineers Lock & Dam Workers, Supervisory - FWS
WB	00	All other FWS not otherwise designated
WD	1-11	Production Facilitating – Nonsupervisory
WF	1-15	Motion Picture Production
WI	1-15	Printing and Lithographic (DC)
WJ	1-16	Hopper Dredge Supervisory (Army only)
WK	1-15	Hopper Dredge Nonsupervisory (Army only)
WM	6-29	Maritime Pay Schedule (5 USC 5348)
WN	1-9	Production Facilitating Supervisory – FWS
WO	1-15	Army Corps of Engineers Lock & Dam Workers, Leaders – FWS
WP	1-15	Printing and Lithographic (other than DC)
WQ	1-19	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico – Supervisory – FWS
WR	1-15	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico – Leader – FWS
WS	1-19	Supervisory – FWS
WT	0-12	Apprentice and Shop Trainees, FWS
WU	1-15	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico – Nonsupervisory - FWS
WW	1-2	Schedule A 213.3102 (W) – for wage type excepted employment under the Stay-in-School Program
WY	1-15	Army Corps of Engineers Lock & Dam Workers, Nonsupervisory - FWS
WZ	1-15	Canal Area Wage System – Type positions
XD	1-11	Nonsupervisory Production Facilitating Schedule Printing Employees – Federal Wage System
XF	1-15	Floating Plant (other than Hopper Dredge) Schedule, Nonsupervisory – FWS (Army Only)
XG	1-15	Floating Plant (other than Hopper Dredge) Schedule, Leader – FWS (Army Only)
XH	1-19	Floating Plant (other than Hopper Dredge) Schedule, Supervisory – FWS (Army Only)
XL	1-15	Leader Special Schedule Printing Employees – Federal Wage System
XN	1-9	Supervisory Production Facilitating Special Schedule Printing Employees – Federal Wage System
XP	1-15	Nonsupervisory Special Schedule Printing Employees – Federal Wage System
XS	1-19	Supervisory Special Schedule Printing Employees – Federal Wage System
YV	1-15	Temporary Summer Aid Employment under Schedule A, 213.3102 (W)
YW	1-15	Student Aid Employment under Schedule A, 213.3102 (W)

# Appendix C: Military Ranks & Abbreviations

Pay Plan	Pay Grade	Army		Navy		Marine Corps		Air Force	
MO	10	General	GEN	Admiral	ADM	General	Gen	General	Gen
MO	09	Lieutenant General	LTG	Vice Admiral	VADM	Lieutenant General	LtGen	Lieutenant General	Lt Gen
MO	08	Major General	MG	Rear Admiral UH	RADM	Major General	MajGen	Major General	Maj Gen
MO	07	Brigadier General	BG	Rear Admiral LH	RADM	Brigadier General	Bgen	Brigadier General	Brig Gen
MO	06	Colonel	COL	Captain	CAPT	Colonel	Col	Colonel	Col
MO	05	Lieutenant General	LTC	Commander	CDR	Lieutenant General	LtCol	Lieutenant General	LtCol
MO	04	Major	MAJ	Lieutenant Commander	LCDR	Major	Maj	Major	Maj
MO	03	Captain	CPT	Lieutenant	LT	Captain	Capt	Captain	Capt
MO	02	First Lieutenant	1LT	Lieutenant Junior Grade	LTJG	First Lieutenant	1 <sup>st</sup> Lt	First Lieutenant	1 <sup>st</sup> Lt
MO	01	Second Lieutenant	2LT	Ensign	ENS	Second Lieutenant	2 <sup>nd</sup> Lt	Second Lieutenant	2 <sup>nd</sup> Lt
MW	05	Chief Warrant Officer	CW5	Chief Warrant Officer	CW05	Chief Warrant Officer 5	CW0-5		
MW	04	Chief Warrant Officer 4	CW4	Chief Warrant Officer 4	CW04	Chief Warrant Officer 4	CW0-4		
MW	03	Chief Warrant Officer 3	CW3	Chief Warrant Officer 3	CW03	Chief Warrant Officer 3	CW0-3		
MW	02	Chief Warrant Officer 2	CW2	Chief Warrant Officer 2	CW02	Chief Warrant Officer 2	CW0-2		
MW	01	Warrant Officer 1	WO1	Warrant Officer	W01	Chief Warrant Officer 1	CW0-1		
ME	09	Sergeant Major of the Army	SMA	Master Chief Petty Officer of the Navy	MCPON	Sergeant Major of the Marine Corps	SMOFMC	Chief Master Sergeant of the Air Force	CMSAF
ME	09	Command Sergeant Major	CSM	Master Chief Petty Officer	MCPO	Sergeant Major	SgtMaj	Chief Master Sergeant	CMSgt
ME	09	Sergeant Major	SGM			Master Gunnery Sergeant	MGySgt		
ME	08	First Sergeant	1SG	Senior Chief Petty Officer	SCPO	First Sergeant	1 <sup>st</sup> Sgt	Senior Master Sergeant	SMSgt
ME	08	Master Sergeant	MSG			Master Sergeant	MSgt		
ME	07	Platoon Sergeant	PSG	Chief Petty Officer	CPO	Gunnery Sergeant	GySgt	Master Sergeant	MSgt
ME	07	Sergeant First Class	SFC						
ME	06	Staff Sergeant	SSG	Petty Officer 1st Class	PO1	Staff Sergeant	SSgt	Technical Sergeant	TSgt
ME	05	Sergeant	SGT	Petty Officer 2nd Class	PO2	Sergeant	Sgt	Staff Sergeant	SSgt
ME	04	Corporal	CPL	Petty Officer 3rd Class	PO3	Corporal	Cpl	Senior Airman	SrA
ME	04	Specialist	SPC						
ME	03	Private First Class	PFC	Seaman	SN	Lance Corporal	LCpl	Airman First Class	A1C
ME	02	Private	PVT	Seaman Apprentice	SA	Private First Class	PFC	Airman	AMN
ME	01	Private (no insignia)	PVT	Seaman Recruit	SR	Private (no insignia)	Pvt	Airman Basic	AB

# Appendix D: Service & Agency Lines of Accounting (LOA) Formats

## AIR FORCE LOA FORMAT

As of March 20, 2000

Air Force Line of Accounting elements mapped to Travel Manager Fields:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	ADSN						^													
ACCT 2	DEPT	^		TA	^		FY	^		APPR			^		SL			^		
ACCT 3	FC	^		PY	^															
ACCT 4	OAC	^		OBAN	^					RC/CC			^		BA			^		
ACCT 5				BPAC			^			CDC		^		CC	^		SMC		^	
ACCT 6				EEIC		^				'C' + SC										
ACCT 7				ADSN			^			ESP		^								
ACCT 8				FM									^							
ACCT 9		IBOP		^																
ACCT 10				JON									^							

Field Name	Acronym	Data Type	TM Acct. Line	X12 Segment
Accounting and Disbursing Station Number	ADSN	AN6	1	FA2 L1
Department Code	DEPT	AN2	2	FA2 A1
Transferring Agency (FMS only)	TA	AN2	2	FA2 A2
Fiscal Year	FY	AN1	2	FA2 A3
Appropriation Symbol	APPR	AN4	2	FA2 A4
Subhead/ Limit	SL	AN4	2	FA2 A7
Fund Code	FC	AN2	3	FA2 B5
Program Year	PY	N1	3	FA2 B4
Operating Agency Code	OAC	AN2	4	FA2 D4
Operating Budget Account Number	OBAN	AN2	4	FA2 E4
Responsibility Center/ Cost Center Codes	RC/CC	AN6	4	FA2 D1
Budget Authority	BA	AN2	4	FA2 B1
Budget Program Activity Code	BPAC	AN6	5	FA2 C4
FMS Case Designator Code	CDC	AN3	5	FA2 P5 (1-3)
FMC Country Code	CC	AN2	5	FA2 P5 (4-5)
FMS Line Number (Systems Management Code)	SMC	AN3	5	FA2 P5 (6-8)
Element of Expense/ Investment Code	EEIC	AN5	6	FA2 F4
Sales Code (1 <sup>st</sup> pos. "C")	SC	AN3	6	FA2 E2
Accounting and Disbursing Station Number	ADSN	AN6	7	FA2 L1
Emergency and Special Program Code	ESP	AN2	7	FA2 G3
Fund Control Number/ MORD Number	FM	AN8	8	FA2 H5
International Balance of Payments Code	IBOP	AN3	9	FA2 P4
Job Order Number	JON	N8	10	FA2 G4



## Service/ Agency LOA Formats (continued)

### ARMY LOA FORMAT

As of May 19, 2000

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	34030						^													
ACCT 2	21	^	0				^	2020				^	3106				^	X	^	
ACCT 3	57	^	1014				^	280				^	2E	^						
ACCT 4	325796.BD											^	CA200				^			
ACCT 5	QSUP			^	B015				^	2100				^						
ACCT 6	TS33											^	W45XU0							^
ACCT 7	QD0		^	J11			^	34030						^						
ACCT 8	11	^	AL		^	OK8			^	001			^	5H01				^		
ACCT 9	237586947386789000																		^	
ACCT 10	G12597								^	A	^									

Financial Information	Acronym	Acct. Line	Position	Max # Char	Data Type	X12-Seg FA2 Codes*
Fiscal Station Number	FSN	1	1-6	6	a/n	L1
Department Code	DEPT	2	1-2	2	n	A1
Fiscal Year	FY	2	4-7	4	a/n	A3
Basic Symbol Number	BSN	2	9-12	4	n	A4
Limitation	LMT	2	14-17	4	a/n	A7
Program Year	PY	2	19	1	a/n	B4
Operating Agency	OA	3	1-2	2	n	D4
Allotment Serial Number	ASN	3	4-7	4	n	D6
Reimbursement Source Code	RSC	3	9-12	4	a/n	E1
Obligation Data Code	ODC	3	14-15	2	a/n	E2
Army Management Structure Code/						
Project Account	AMS/PA	4	1-11	11	a/n	B3
Functional Cost Account	FCA	4	13-17	5	a/n	C4
Management Decision Package	MDEP	5	1-4	4	a/n	G3
Special Operations Decision Package	SODP	5	6-9	4	a/n	G2
Element of Resource	EOR	5	11-14	4	a/n	F4
Accounting Processing Code/PRON/						
Job Order Number	APC/P/J	6	1-12	12	a/n	G4
Unit Identification Code/ Cost						
Center Code	CCC	6	14-19	6	a/n	D1
Fund Code (ARNG)	PMC	7	1-3	3	a/n	B5
Cost Allocation Code (ARNG)	TDC	7	5-7	3	a/n	H4
Fiscal Station Number	FSN	7	9-14	6	a/n	L1
FMS-Transferring Agency	TF	8	1-2	2	n	A2
FMS-Location (Country Code)	LOC	8	4-5	2	a/n	P5(1-2)
FMS-Case Number	FCN	8	7-9	3	a/n	P5(3-5)
FMS-Line Number	FLN	8	11-13	3	a/n	P5(6-8)
FMS-IBOP Transactions (Type/Payer)	IBOP	8	15-18	4	a/n	P4
Special Cost Code	SCC	9	1-18	18	a/n	H1
Program/Planning Code/Sub-Job						
Order Number	PPC/S-JON	10	1-8	8	a/n	G1
Regional Control Number	RCN	10	10	1	a/n	D5

#### Data fields NOT included in LOA:

Standard Document Number – The DTS-generated SDN will be the 6-digit trip record number.

Account Classification Reference Number – The ACRN will be mapped outside the LLOA (ref ENT01 Segment)

\* X12 mapping is system dependent.

## Service/ Agency LOA Formats (continued)

### NAVY LOA FORMAT

As of March 20, 2000

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ACCT 1	AAA						^														
ACCT 2	DEPT		^	TDPT		^	DFY		^												
ACCT 3	BFY	^	EFY	^	APPN				^	SUBH				^	OC				^		
ACCT 4	BCN				^	SA	^		AAA					^	TT		^				
ACCT 5	BPA	^	CI				^														
ACCT 6	CAC						^		FC	^		BSN	^								
ACCT 7	^																				
ACCT 8	AC				^																
ACCT 9	PA								^	APC								^			
ACCT 10	IBOP			^	CC (JON)												^	ACRN		^	

Systems for which this applies:

Standard Accounting and Reporting System – Headquarters (STARS – HQ)

Standard Accounting and Reporting System – Field (STARS – FL)

Defense Working Capital Accounting System (DWAS)

Defense Industrial Financial Management System (DIFMS)

Industrial Fund Accounting System (IFAS)

Navy Legacy Systems

Field Name	Acronym	Data Type	TM Acct Line	X12 Segment	Comments
Authorized Activity Address (Disbursing Station # - Router)	AAA	AN6	1	FA2 L1	Used by DTS to route transactions
Department Code	DEPT	AN2	2	FA2 A1	
Transfer Department	TDPT	AN2	2	FA2 A2	
Document Fiscal Year	DFY	AN2	2		
Fiscal Year (Beginning Fiscal Year-BFY)	BFY	AN1	3	FA2 A3	
Program Year Indicator (Ending FY – EFY)	EFY	AN1	3	FA2 B4	
Appropriation Number	APPN	AN4	3	FA2 A4	Standard LOA elements used by all systems
Subhead	SUBH	AN4	3	FA2 A7	
Object Class	OC	AN4	3	FA2 F1	
Bureau Control Number	BCN	AN5	4	FA2 D5	
Suballotment Number	SA	AN1	4	FA2 D7	
Authorized Accounting Activity	AAA	AN6	4	FA2 L1	
Transaction Type	TT	AN2	4	FA2 E4	Used to identify Service and Activity
Budget Program Activity (N for Navy)	BPA	AN1	5	FA2 B3	
Customer Indicator (Activity UIC)	CI	AN5	5	FA2 E3	
Cost Account Code	CAC	AN7	6	FA2 H1	
Fund Code	FC	AN2	6	FA2 B5	
Budget Sub-Activity Number	BSN	AN2	6	FA2 B2	Used by STARS-HCM for OBUIC for RDT&E,N only Used by STARS-HCM for Major Claimant Code Used by STARS-FL for Work Center Code Used by IFAS for OTR-FUNC-CODE Used by DIFMS for WBS-CD Used by DIFMS/IFAS/SYMIS/NOMIS/RIMS for shop number Required for disbursing Used by all DON systems
Allocation Code	AC	AN4	8	FA2 H4	
Project Account	PA	AN9	9	FA2 P5	
Account Processing Code	APC	AN7	9	FA2 G4	
International Balance of Payments (IBOP)	IBOP	AN3	10	FA2 P4	
Cost Code (JON)	CC	AN12	10	FA2 D1	
Accounting Classification Reference Number (ACRN)	ACRN	AN2	10	FA2 D4	

## Service/ Agency LOA Formats (continued)

### MARINE CORPS LOA Format

As of May 5, 2000

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ACCT 1	AAA						^														
ACCT 2	DEPT	^	FY	^	P	^	APPR					^	SH				^				
ACCT 3	OC/SOC				^	BCN					^	S	^								
ACCT 4	AAA						^	TTC	^	PROC DT										^	
ACCT 5	CC												^	FA			^	WC		^	
ACCT 6	FC	^	CAC						^	BRC				^	RBC	^					
ACCT 7	ON															^					
ACCT 8	TF	^	LOC			^	FCN			^	FLN			^							
ACCT 9	IBOP				^																
ACCT 10	JONU				^																

Field Name	Acronym	Data Type	Acct. Line	Position	Segment
Authorized Accounting Activity	AAA	AN6	1	1-6	FA2 L1
Department Code	DEPT	AN2	2	1-2	FA2 A1
Fiscal Year	FY	AN1	2	4	FA2 A3
Program Year	PY	AN1	2	6	FA2 B4
Appropriation Number	APPR	AN4	2	8-11	FA2 A4
Subhead	SH	AN4	2	13-16	FA2 A7
Object Class/ Sub-object Class	OC/SOC	AN4	3	1-4	FA2 F1
Bureau Control Number	BCN	AN5	3	6-10	FA2 D5
Suballotment Number	SA	N1	3	12	FA2 D7
Authorized Accounting Activity	AAA	AN6	4	1-6	FA2 L1
Transaction Type Code	TTC	AN2	4	8-9	FA2 G3
Proceed Date	PROC DT	DT8	1	8-15	FA2 L1
Cost Code	CC	AN12	5	1-12	FA2 D1

The definition for the FA2 crosswalk defines this field for the Navy/Marine Corps as MAC/AAC. This is a required field.

Fund Administrator	FA (BEA)	AN2	5	14-15	FA2 B1
Work Center	WC (BESA)	AN2	5	17-18	FA2 B2
Fund Code	FC	AN2	6	1-2	FA2 B5
Cost Account Code	CAC	AN4	6	4-10	FA2 H1
Budget Reporting Code	BRC	AN2	6	12-13	FA2 C3
Reimbursable Bill Code	RBC	AN1	6	15	FA2 E1
Reimbursable Order Number	RON	AN15	7	1-15	FA2 E2
Transfer Agency – FMS	TF	AN2	8	1-2	FA2 A2
Location (Country Code) – FMS	LOC	AN2	8	4-5	FA2 P5 (4-5)
Case Number – FMS	FCN	AN3	8	7-9	FA2 P5 (1-3)
Line Number – FMS	FLN	AN3	8	11-13	FA2 P5 (6-8)
International Balance of Payments Code	IBOP	AN4	9	1-4	FA2 P4
Job Number Local Use Code	JONU	AN4	10	1-4	FA2 H4

## Service/ Agency LOA Formats (continued)

### DBMS LOA FORMAT

As of March 20, 2000

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
ACCT 1	ADSN						^														
ACCT 2	DEPT	^	FY				^	BS				^	SH				^				
ACCT 3	ASN					^	CAC					^	OCC				^				
ACCT 4	ORG					^															
ACCT 5	DBMS AC	^	FC		^	ADSN						^									
ACCT 6	^																				
ACCT 7	^																				
ACCT 8	^																				
ACCT 9	IBOP				^																
ACCT 10	JON						^														

Field Name	Acronym	Size & Type (A/N)	Acct. Line	Position	X12
Accounting & Disbursing Station Number	ADSN	A/N6	ACCT 1	1-6	L1
Department Code	DEPT	A/N2	ACCT 2	1-2	A1
Fiscal Year	FY	A/N4	ACCT 2	4-7	A3
Basic Symbol	BS	N4	ACCT 2	9-12	A4
SubHead	SH	A/N4	ACCT 2	14-17	A7
Allotment Serial Number	ASN	N5	ACCT 3	1-5	D6
Cost Account Number	CAC	N5	ACCT 3	7-11	H1
Object Class Code	OCC	N4	ACCT 3	13-16	F1
Organization Code	ORG	A5	ACCT 4	1-5	E3
DBMS Activity Code	DBMS AC	A/N2	ACCT 5	1-2	D1
Fund Code	FC	A/N2	ACCT 5	4-5	B5
Accounting & Disbursing Station Number	ADSN	A/N6	ACCT 5	7-12	L1
IBOP	IBOP	A/N4	ACCT 9	1-4	P4
Job Order Number	JON	A/N6	ACCT 10	1-6	G1

# ***Appendix E: PMO Microsoft Access Database Utility Program Procedures***

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This section provides detailed procedures for using the various features of the LOA edit form. Some of it may seem redundant with information presented in the previous section. However, that section deals with describing features, while this section describes how the user performs the functions of the form.

## **1a. Starting up and Exiting the Form Application.**

The form is provided as a Microsoft Access database file. The file name will be formatted as "LOA dbmm-dd-yy.MDB" where *mm-dd-yy* identifies the date of release of the version. In order to use it, MS Access 97 must be installed on the computer.<sup>1</sup> To use the application:

1. Copy the MDB file onto the PC's hard drive.
2. In Windows Explorer, find the MDB file and double click on it.
3. MS Access will start and the Main Edit Form will appear.
4. Click on the button for the appropriate Service/Agency.<sup>2</sup>
5. The editing window will open.
6. Perform whatever tasks are required.
7. Click on the Close button to go back to the main window.
8. Click on the Exit button. The form will disappear and MS Access will terminate.

## **1b. Manually Entering and Editing the LOA**

As a Finance DTA you can enter a LOA manually or edit an existing LOA. Typically the person using the form has experience with financial data and will understand the meaning of each element of the line. Near the bottom left of the window is a view of the LOA that should be familiar to the DTA.

In the LOA editing window, move from field to field and button to button using TAB and Shift-TAB keys.

**Note:** The Organization field does not move information into DTS-Limited. There is no need to enter information in the Organization field in the Access program.

Alternately, use the mouse to click the cursor directly in the field you need to edit. Go to a different LOA using<sup>1</sup> the navigation buttons at the lower left of the form's window or the Edit Go to ▸' menu pick. Use other navigation functions from the window's menu system. Many of the accounting data fields are free form text with no validation rules. Some fields will have definitions that require specific formats, such as must be all numeric, or must contain a certain number of characters. If you try to exit a field with invalid data, the system will present a message telling what the problem is. The Form program does not confirm a valid LOA with a message.

For some fields drop-down list boxes (See Figure 4) let you select valid values. The Form program may allow only an item from the list, or it may let you type a new value in the field.

To ensure that the LOA satisfies the Service/Agency specified rules, use either of the **Validate LOA**' buttons to run the tests. If any invalid lines are found, the system will notify you.

## **1c. Using Accounting System Data to Populate the Form**

Many DFAS and other Service/Agency accounting systems will provide files containing their validated LOAs. The local DTA can use such files for the initial input of LOAs for an installation or organization. You could also use them to update existing accounting data. There are several steps required in populating the form this way.

1. The Service/Agency DTS-Limited POC first coordinates with the accounting system managers to define the file format. Typically, the file would include the data in the LOA format that represents the

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<sup>1</sup> To date the software has not been tested on later versions of MS Access.

<sup>2</sup> If a button is grayed out, that Service or Agency format is not implemented in this version of the form.

way it looks in the DTS Limited's Update Account Codes window. However, it would not contain label or organization data.

2. The DTA coordinates with the accounting system staff to define the scope of data to be provided. This will help ensure the file includes only LOAs used for travel at that location.
3. The accounting system creates the file and delivers it to the DTA.
4. You, as the local Finance DTA, copy the file to a directory on your hard drive and note its path and name.
5. Open the LOA editing form and select **'Create Table from (Service) LOA File.'**
6. Fill in the information in three successive dialog boxes:
  - a. The path and name of the file to be imported.
  - b. The organization name to be used for this import.
  - c. The prefix for a label that will be generated. The system will append a six-digit suffix to this to ensure a unique label for each line of accounting.
7. The system will delete all accounting lines for that form and then read the data and divide it into the discreet elements in the form.

**1d. Load LOAs directly into DTS Limited** (requires Finance DTA to have Level 0,3,5 access to load into DTS-Limited)

Once the LOAs in the form are validated, the DTA can load them into DTS Limited. The form will use simulated keystrokes to enter the data into the DTS Limited's 'Add Accounting Code' window. The organization in the form is not used in the DTS Limited entry. The organization field in that window is a drop down list box. The default value in this window is the organization access given to the person who is the DTA. Presumably, that organization code will be such that the DTA can later assign the LOA to a subordinate organization. That can be done without changing the accounting data. This process is fairly simple:

- a. Make sure that the 'Doc Prep Admin' main window is open on the desktop.
- b. Click on either the **'Load Current LOA into CUI'** or **'Load All LOA into CUI'** buttons.
- c. The line(s) will be entered into DTS Limited and the 'Doc Prep Admin' window will remain in view.
- d. If desired, manually select Setup Accounting Codes from the menu to verify the load.
- e. Click on the MS Access window to return to the form.

# Appendix F: Glossary

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**Accountable Official**

*Refers to all personnel, whether military or civilian, to whom public funds are entrusted (and includes the disbursing officer as well as the deputies, agents, cashiers, and imprest fund cashiers to whom the disbursing officer advances public funds for the purpose of making disbursements)*

**AEA                      Actual Expense Allowance**

*An amount for actual and necessary expenses when the per diem allowance for a particular area is inadequate*

**Antideficiency Act**

*Prohibits any officer or employee from making or authorizing an obligation under an appropriation in excess of the amount available*

**AO                      Authorizing Official**

*Person(s), designated in writing by DoD component/organization who have the authority to determine when travel is necessary to accomplish an organization's mission, authorize travel, obligate travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission*

**Budget Module**

*Allows you to create, track, and adjust hierarchical budgets related to fund cites. Enhanced editing functions and report capabilities are included for maintaining your budget setup.*

**City Pairs**

*Government contracted rate/fares between 2 destinations; rate always available, not necessarily the least expensive, no penalty incurred if canceled*

**CO                      Certifying Official**

*Person(s) in an organization, who have been authorized, and designated in writing, to certify claims for payment (AO and CO could be one in the same)*

**Code Share**

*A U.S. Carrier that has an agreement with a foreign carrier; U.S. carrier is responsible for the foreign carrier; ticket will have U.S. code*

**Conditional Routing**

*Conditional Routing is optional for your organization. It can be used for routing documents (authorizations, vouchers from authorizations and local vouchers) to a selected person(s) within the organization for Review before Approval.*

**CTO                      Commercial Travel Office**

*An office owned, staffed and operated by a private contractor; under contract to the government. It may be located on or off a government installation*

**DTA                      Defense Travel Administration**

*Comprised of individuals from your organization who maintain the personnel, finance, and ADP functions that are needed to make the Defense Travel System work*

**DTS                      Defense Travel System**

*An integrated process that supports the DoD in accomplishing their worldwide mission. Mission-essential travel is conducted utilizing a simplified set of standardized travel policies and entitlements facilitated by an automated support system designed to reduce the use of paper and streamline the approval and payment processes*

**FMR                      Financial Management Regulation (Vol. 5 – Disbursements; Vol. 9 – Travel)**

**FTR**                    **Federal Travel Regulation**  
*Applies to Federal Government civilians, excluding all DoD civilians*

**Funding Target(s)**  
*The amount of budget authority loaded into the accounting system specifically for a unit within the local organization*

**Government Entity**  
*A Government person who performs DTS-Limited functions on behalf of traveler(s).*

**Government Travel Card**  
*Government-sponsored, contractor issued travel charge card*

**IE**                    **Incidental Expenses (Part of M&IE)**  
*Allowance for miscellaneous expenses such as tips for meals, incurred while traveling*

**ITO**                    **Invitational Travel Orders**  
*Authorization for travel of a person, not a government employee, and not a contractor doing business for the government, in connection with certain assignments directly related to activities and in the interest of the Department. The JTR, chapter 6 and the JFTR, chapter 7, part T apply*

**JFTR**                    **Joint Federal Travel Regulations (Volume 1)**  
*Applies to uniformed personnel*

**JTR**                    **Joint Travel Regulations (Volume 2)**  
*Applies to DoD civilian personnel*

**LOA**                    **Line of Accounting**  
*A data entity representing a DoD account which may be used to finance travel*

**M&IE**                    **Meals and Incidental Expenses**  
*A fixed allowance, by locality, for meals and incidental expense portion of the per diem rate*

**MTMC**                    **Military Traffic Management Command**  
*A major Army Command and U.S. Transportation Command component with single traffic manager responsibilities for DoD*

**Partial Payment**  
*Electronic Fund Transfer paid to a traveler every 30 days, when TDY exceeds 45 days; ensures traveler is paid in about the same time Government travel charge card bill is received*

**Patriot Express** (Formerly "Category B" Flights)  
*Military contracted/controlled flight, run by Air Mobility Command (AMC)*

**Pecuniary Liability**  
*Accountable officials are held pecuniarily liable for erroneous payments that result from information they negligently provide a certifying official. (IAW Title 37, United States Code)*

**Per Diem Location**  
*Amount of dollars allowed for M & IE for a specific city and/or country*

**Per Diem Rate**  
*Maximum amount of dollars allowed for lodging, meals and incidental expenses for one day at a specific location*

**PMO-DTS**                    **Project Management Office-Defense Travel System**  
*Manages the implementation of the Defense Travel System*



## **POC                      Privately Owned Conveyance**

### **Proportional Meal Rate**

*Average of the locality meal rate and the government mess meal rate to which is added the appropriate incidental expense*

### **Reimbursable Expenses**

*Authorized travel related expenses during TDY travel (i.e., transportation from terminal to lodging and back, ATM fees, etc.)*

### **Self Authorizing Officials**

*Individuals who will act as their own AO's, possibly with their own travel budgets, and will approve their own trip authorizations and verify funds availability from their own budget allocation. They **CANNOT** certify their own claims for payment*

### **Simplified Entitlements**

*Under the Defense Travel System the **procedures** used to approve travel and reimburse travelers have been **streamlined**; the **entitlements and statutory requirements** associated with "normal" TDY travel have been **simplified**. Mission focused; customer oriented (Travelers & AOs) **See Appendix O, JTR/JFTR***

## **TA                      Travel Authorization**

*The approved document (electronic or paper) which provides the authorization for TDY travel, itinerary, should cost estimate and obligation of funds. Prior to authorization this is referred to as a trip request.*

### **TDY Travel**

*Temporary duty travel necessary to complete the mission*

## **TO                      Transportation Officer**

*Person appointed or designated by the commander of a military activity to perform traffic management functions*

### **Transportation Classes**

*Coach class, premium/business class, first class*

### **Travel Mode Codes**

CA	Commercial Auto
CB	Bus Fare
CP	Air Fare – Government Charge Card (Individually Billed Accounts)
CP-C	Air Fare (Provided under Centrally Billed Accounts)
CR	Train Fare
GA	Government Auto
GP	Government Plane
PA	Private Auto – TDY/ TAD

### **Travel Voucher**

*Expense report (currently DD Form 1351-2) completed by traveler at the conclusion of a TDY, in which the traveler records actual costs and itemizes any other reimbursable expenses incurred during travel. This becomes the source document for payment.*

### **Travelers**

*Any military member or DoD civilian employee who travels on official business for DoD*

### **Trip Record**

*This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. It is the single trip document that includes the travel authorization and fund cite, the should cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns*

**Trip Request**    *See definition for Travel Authorization*

## DTS-Limited

### New Traveler's Log on

#### Log-in for New Users. (DTA must first enter traveler into DTS-Limited)

Double-click c  DTS-Limited Icon. Click on **Doc Prep**.

Read DOD Warning & click **YES** to acknowledge understanding. Read Privacy Act & click **YES** to acknowledge understanding.

Enter **First Initial and Last name** of user (limited to eight letters) and Enter **newtrav1** as user password.

Click **OK** (new user password warning screen appears) to establish new password. Click **OK**. Type in your new **Password** (must be 8 or more characters with 1 or more numerals). Retype your new **Password**. Click **OK**.


Electronic Signature screen appears (note: this authenticates your identity to the approving and certifying officials and serves as your official signature on future Authorizations and Vouchers). Click **OK**.

Type in your new **Signature PIN** (your user log-in password is recommended).

Retype your new **Signature PIN**. Click **OK**.

**DTS-Limited Travel Manager-Doc Prep** screen appears.

From **File** Menu, select **New** and click on **Authorization**. Confirm **SSN** is correct (type in SSN, if missing).

Click on  **Traveler Icon**. (The user will now complete specific fields of the user profile. This new information, along with existing fields already entered by the DTA will make up the users "Traveler Profile").

Confirm **Last name**, **First name**, **MI**, & **Gender** information is correct.

Enter your Home **Mailing**, **City**, **State**, **Zip** & **Residence City**, **State**.

Enter Emergency Contact **Name** & **Phone** Number.

Enter your Official **Email** Address (if any).

Click on  **Duty Station Icon** in lower left corner of **Traveler Information** screen.

Type in your **Present Duty Station** & Confirm **Agency** is correct (ie.. ARMY, NAVY, AIR FORCE, OR MARINES).

Contact your DTA if changes in agency is required).

Enter your **Unit** (Limited to eight characters).


Confirm **Title/Rank** & **Civ/Officer/Enlisted Status** are correct (ie, O-5 would be MO-04 & an E-6 would be ME-06) contact your DTA for 5 character code if this needs to be corrected)).

Civilians must enter # of Work **Hours**. (Military should disregard this field).

Enter **Duty Station Location Address**, **City**, **State**, **Zip**, **Phone** & **Fax**.

Click **OK** to return to Update Traveler Information screen.

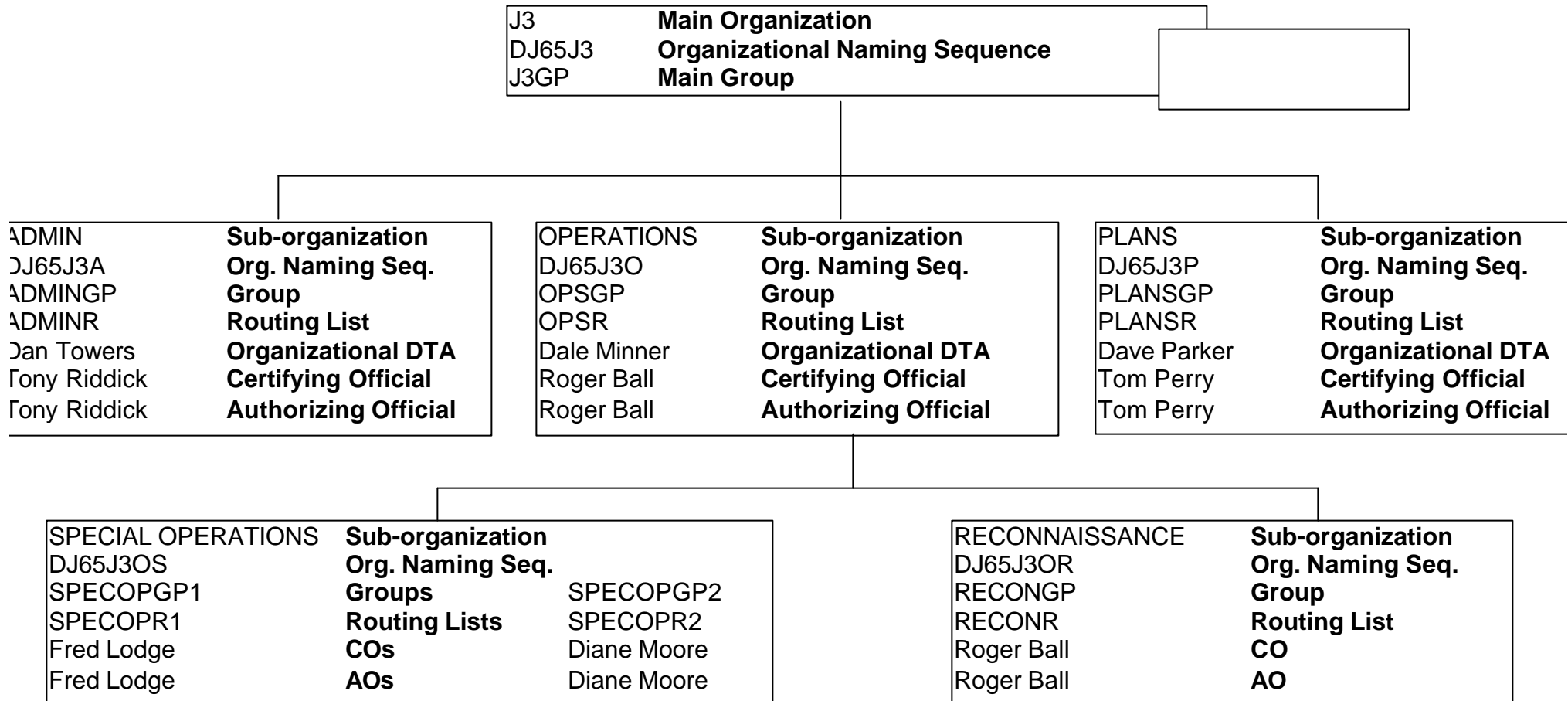
Click on  **Traveler Preferences** Icon.

Click  in the **Terminal** field, click **FIND**, type in your departure city, click **OK**, Highlight correct airport and click **SELECT**. Click **OK** to return to Update Traveler Information screen. Click **OK** to exit the Traveler Information screen. Click **YES** to make changes a part of your **Permanent Traveler Profile** and return to Authorization screen

If you are ready to create a new travel Authorization, go to the DTS-Limited Traveler Guide for step-by-step Instructions provided to you by your DTA before proceeding any further on this authorization screen. If you **do not** need to complete a travel authorization and you are finished using **DTS-Limited**, select **File** & click **Exit** from the top menu bar. The save screen appears, click **NO** to delete this authorization. User Preference screen appears, click **OK**, click on **Exit** to leave the **DTS-Limited** System.

***Congratulations! You are now ready to begin entering data to complete a Travel Authorization.***

## EXAMPLE MASTER WORKSHEET



# ***DEFENSE TRAVEL ADMINISTRATION***

## **WORKSHEET (1)**

**Enter your DTS-Limited Organization and Sub-organization names:**

<b>Main Organization</b>					
<b>Sub-organization 1</b>		<b>Sub-organization 2</b>		<b>Sub-organization 3</b>	
<b>Sub-org (1.1)</b>	<b>Sub-org (1.2)</b>	<b>Sub- org (2.1)</b>	<b>Sub-org (2.2)</b>	<b>Sub-org (3.1)</b>	<b>Sub-org (3.2)</b>

**Note: Use as many sub-organizations as necessary to reflect your organizational travel needs. The number of sub-organizations is not limited.**

# DEFENSE TRAVEL ADMINISTRATION

## WORKSHEET (2)

### Naming Organizations in Sequence—*bold denotes Organizational Naming Sequence*

### Sample Naming Sequence Naming Chart

Naming Sequence (limit to 20 characters)	Organization			
	Main Organization	Sub-organization 1	Sub-organization 2	Sub-organization 3
DJ65J3	J3			
DJ65J3A		Administration		
DJ65J3O			Operations	
DJ65J3OS			Special Operations	
DJ65J3OR			Reconnaissance	
DJ65J3P				Plans

**Enter the naming sequences for your Organization & Sub-organizations:**

[illegible]

# DEFENSE TRAVEL ADMINISTRATION

## WORKSHEET (3)

## Setting up Groups and Routing Lists - *bold denotes groups; italics denote routing lists*

## Sample Group and Routing List Chart

Organization/ Sub-organization (limit to 20 characters)	Group (limit to 12 characters)	Routing List Name (limit to 8 characters)	Document Type (Authorization, Voucher, Local Voucher)	Document Status	Signature Name (COs, AOs)	Level (order of routing)
DJ65J3P (sub-org 3)	PLANS GP	PLANSR	Authorization	Approved	Tom Perry	1
DJ65J3P (sub-org 3)	PLANS GP	PLANSR	Voucher	Approved	Tom Perry	1
DJ65J3P (sub-org 3)	PLANS GP	PLANSR	Local Voucher	Approved	Tom Perry	1

**Enter the below information for your Organization & Sub-organizations** (six lines have been provided for each group):

<b>Organization/ Sub-organization</b>	<b>Group</b>	<b>Routing List Name</b>	<b>Document Type (Authorization, Voucher, Local Voucher)</b>	<b>Document Status</b>	<b>Signature Name (COs, AOs)</b>	<b>Level (order of routing)</b>

# DEFENSE TRAVEL ADMINISTRATION

## WORKSHEET (4)

## DTA, AO/CO and Traveler Information

## Sample Traveler Information for CO/AO

Group	SSN	Last Name	First Name	MI	M/F	Organization	Title/ Rank	Charge Card	Routing List	Clearance	AO	CO	Organizational Access	Group Access	Permission Level
ADMINGP	123-23-2354	Redhead	Terry	B	M	DJ65J3A	MO-03	Card Holder	ADMINR	Secret	Tony Riddick	Tony Riddick	DJ65J3A	ADMINGP	0,2

### Enter Traveler Information for the Lead DTA:

[illegible]

## Enter Traveler Information for the Organizational DTA, AOs and COs:

[illegible]

### Enter Traveler Information for the Travelers:

[illegible]

## WORKSHEET (5)

## Sample Lines of Accounting Worksheet

\* First 2 digits in Account Label Name represent Fiscal Year (FY).

[illegible]



# DEFENSE TRAVEL ADMINISTRATION

## WORKSHEET (6)

### Setting up Accounting Codes -- \*\*Manual Input Only\*\*

The DTA will need to enter/upload the accounting codes for the organization and label them to be readily recognized by the AO/CO and your unit travelers. **Acct 1 through Acct 10 codes** are defined for each service in **Appendix D through Appendix H of the Finance Guide**, which has been included as **Lines of Accounting (LOA) Format** in the back of this guide to assist you.

### Sample Accounting Structure

Organization	DJ65J3 (Main Org)	DJ65J3A (Sub-org 1)		DJ65J3O (Sub-org 2)	DJ65J3OS (Sub-org 2.1)	DJ65J3P (Sub-org 3)
Accounting Label	00CmdTravel	00Training	00Admin	00Operations	00Training	00General
ACCT 1	525700^	525700^	525700^	525700^	525700^	525700^
ACCT 2	57^0^3400^^	57^0^3400^^	57^0^3400^^	57^0^3400^^	57^0^3400^^	57^0^3400^^
ACCT 3	30^^	30^^	30^^	30^^	30^^	30^^
ACCT 4	78^88^101010^01^	78^88^231011^01^	78^88^231011^01^	78^88^231013^01^	78^88^231013^01^	78^88^231018^01^
ACCT 5	^^^	^^^	^^^	^^^	^^^	^^^
ACCT 6	40901^^	40902^^	40903^^	40909^^	40911^^	40907^^
ACCT 7	525700^^	525700^^	525700^QA^	525700^QA^	525700^^	525700^^
ACCT 8	^	^	^	^	^	^
ACCT 9	^	^	^	^	^	^
ACCT 10	^	^	^	^	^	^

Enter the below information for your Organization and sub-organizations:

Organization				
Accounting Label				
ACCT 1				
ACCT 2				
ACCT 3				
ACCT 4				
ACCT 5				
ACCT 6				
ACCT 7				
ACCT 8				
ACCT 9				
ACCT 10				

## WORKSHEET (7)

### Sample Budget Worksheet for your Organization and Sub-organizations:

**Enter budget information for your Organization and Sub-organizations:**

Organization	Budget Item	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Associated Lines of Accounting (LOA)